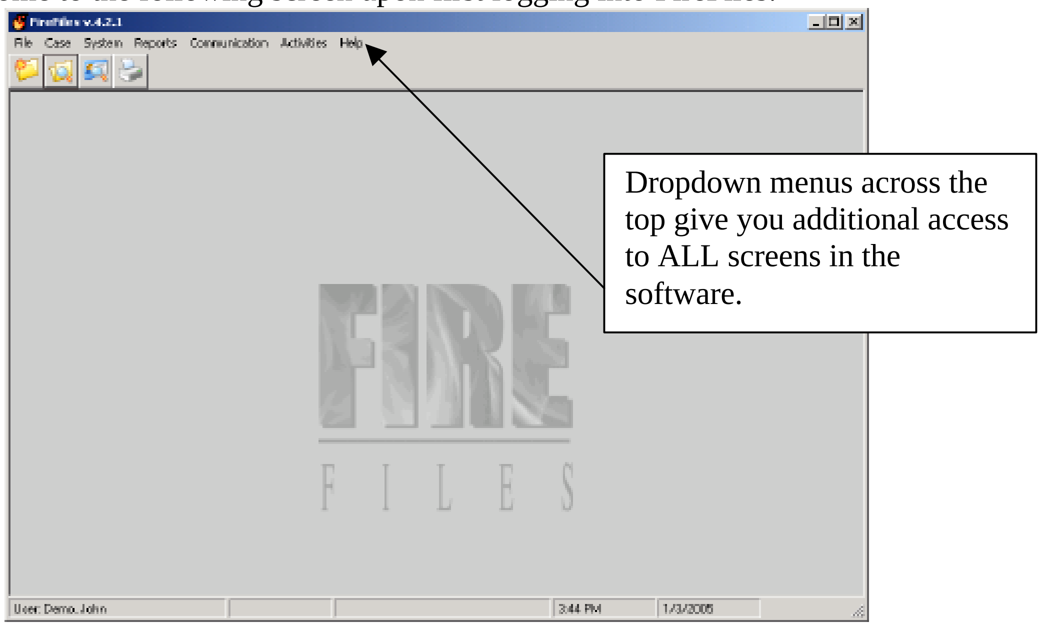
# USER MANUAL

## TABLE OF CONTENTS

## *Main Navigation*

You will come to the following screen upon first logging into FireFiles:




 Create a NEW CASE

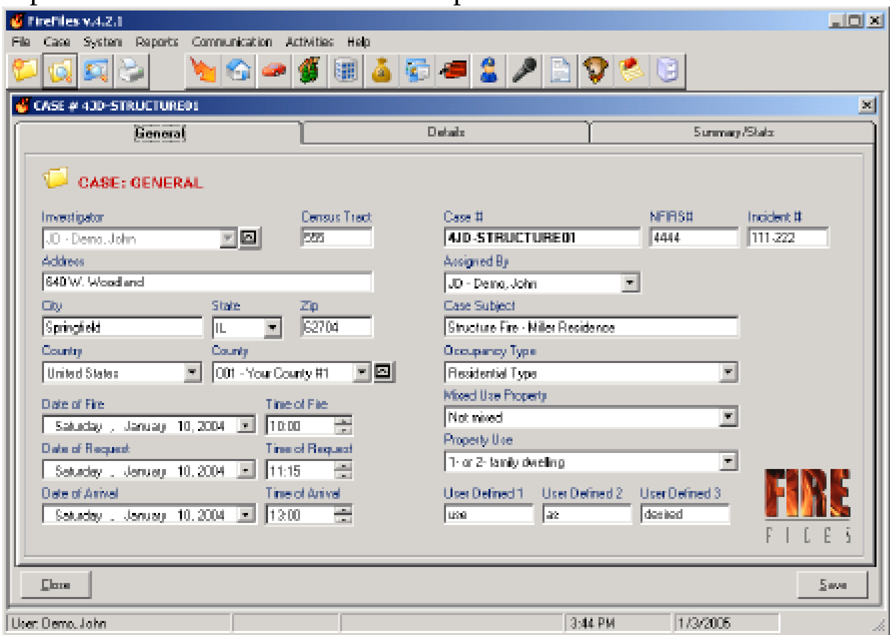
 Open the “Case Search” screen to find and open an existing case

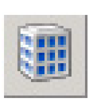
 Open the “People Search” screen to build person profiles

 Open the “New Reports” screen to produce any FireFiles report

## *Case Navigation*

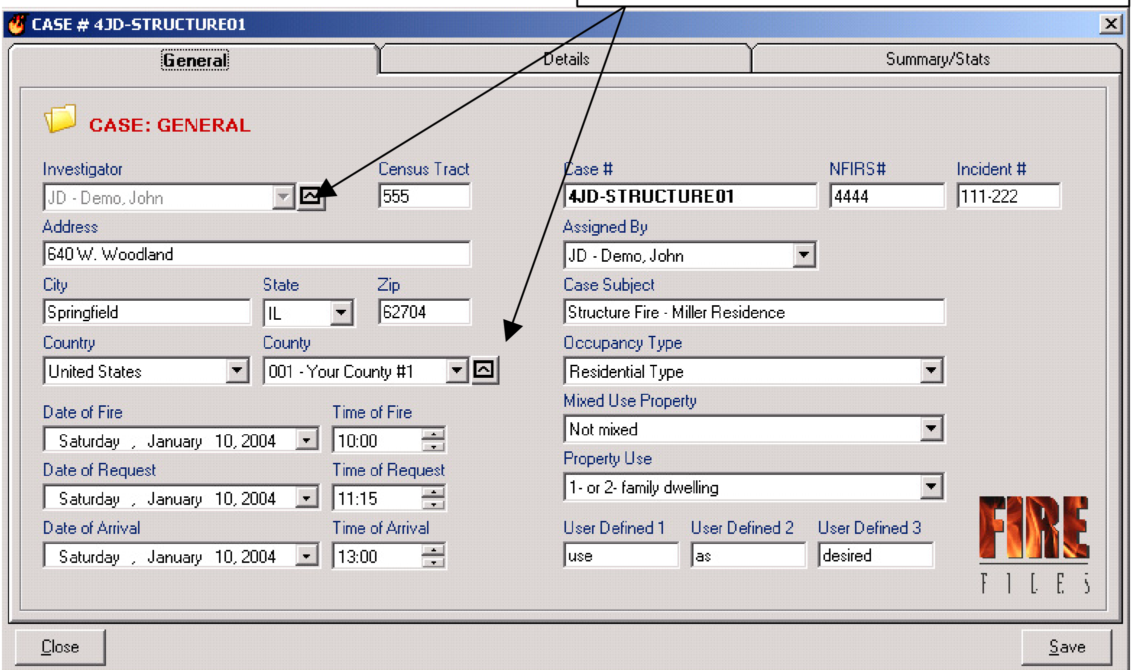
Once you have opened or created a case, you will come to the following screen with all of the case-specific buttons available at the top:




| | | | |
|---|---|---|---|
|  | Case Action |  | Evidence |
|  | Structure |  | Arrests |
|  | Vehicle |  | Interviews |
|  | Wildland Fire |  | Narratives |
|  | Insurance |  | K-9 Examination |
|  | Mortgage / Loan |  | Case Notes |
|  | People |  | Files |

## *Case: General Screen*

These buttons will send you directly to the **Case Search** screen, searching by either County or Investigator.




Upon opening or creating a case, this Case screen will appear. Starting from the top left and working in order, the fields and their descriptions are as follow:

**PLEASE NOTE**: In order to progress beyond the Case screen, you must click “Save” at the bottom of the screen. Doing so will enable all buttons across the top of the FireFiles toolbar.

**Investigator**
When **creating a new case**, the investigator will default to the logged in user. You may select another user as the investigator, but after you save the new case to that investigator by clicking “Save”, FireFiles security will prevent you from making any changes to the case. When **opening an existing case**, the investigator that created the case (or was reassigned to the case) will automatically be displayed in this field.

**Census Tract**
Census tract of incident location.

**Address**
Address of incident location.

**City**
City of incident location.

**State**
State of incident location.

**Zip**
Zip of incident location.

**Country**
Country of incident location.

**County**
County of incident location.

**Date of Fire**
Fire start date. Select from the calendar date-picker or type in date manually using arrow buttons.

**Time of Fire**
Fire start time. Select time using the up-down buttons or type in the time manually.

**Date of Request**
Investigation request date. Select from the calendar date-picker or type in date manually using arrow buttons.

**Time of Request**
Investigation request time. Select time using the up-down buttons or type in the time manually.

**Request Time**
Difference between fire start time and investigation request time. Automatically calculated by FireFiles.

**Date of Arrival**
Investigator arrival date. Select from the calendar date-picker or type in date manually using arrow buttons.

**Time of Arrival**
Investigator arrival time. Select time using the up-down buttons or type in the time manually.

**Special Case**
Check box if you would like to mark this as a special case for any reason. This will mark the case number beginning with an “X”. This feature is only available when starting a new case. This may or may not apply to your investigation practices.

**Case #**
Manual assignment of case # for your FireFiles case. Upon saving your case, FireFiles will check for duplicate case #’s on your system and alert you if there is a conflict.
**NFIRS #**
National Fire Incident Reporting System # associated with the investigating agency. This may not apply to all agencies.

**Incident #**
This can be filled out at your discretion. This is an open field to declare any formal incident numbers that are assigned to the fire investigation.

**Assigned By**
Select a user from the dropdown list.

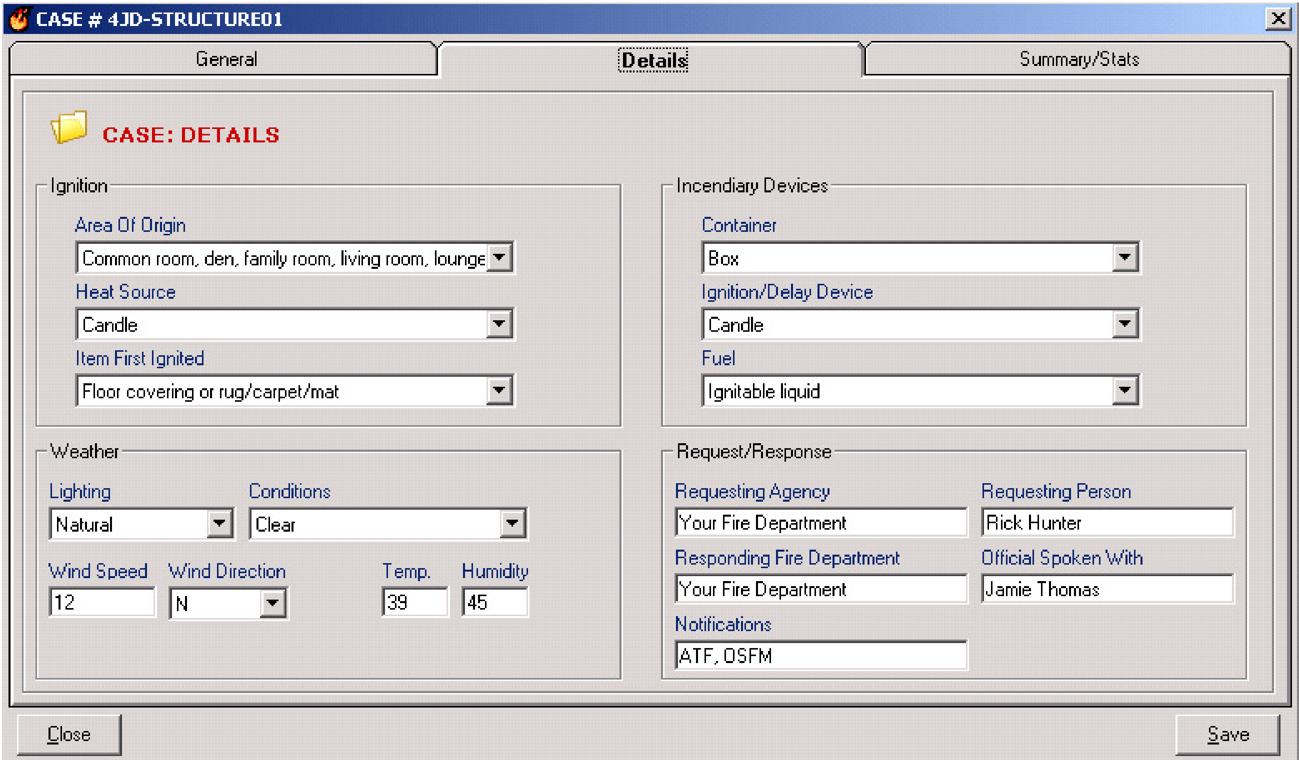
**Case Subject**
This can be filled out at your discretion. This is an open field to better describe the investigation type (ex. “Suspected arson” or “Vacant structure fire”).

**Occupancy Type**
Select occupancy type from the dropdown list. Depending upon the “Occupancy Type” selected, you will either have a vehicle or structure screen available for data entry. *You may not enter information on both a vehicle and a structure as the occupancy type for one case*.

**Mixed Use Property**
Select mixed use property from the dropdown list. Codes based upon NFIRS.

**Property Use**
Select property use from the dropdown list. Codes based upon NFIRS.

## *Case: Details Screen*




### <u>Ignition box</u>

**Area of Origin**
Select area of origin from the dropdown list. Codes based upon NFIRS.

**Heat Source**
Select heat source from the dropdown list. Codes based upon NFIRS.

**Item First Ignited**
Select item first ignited from the dropdown list. Codes based upon NFIRS.

### <u>Weather box</u>
*All weather conditions should be recorded as they occurred at the time of the incident.*

**Lighting**
Select lighting conditions from the dropdown box.

**Conditions**
Select weather conditions from the dropdown box.

**Wind Speed**
Wind speed in miles per hour.

**Wind Direction**
Select wind direction from the dropdown box.

**Temperature**
Temperature in degrees.

**Humidity**
Relative humidity.

**Incendiary Devices box**

**Container**
Select container from the dropdown list.  Codes based upon NFIRS.

**Ignition/Delay Device**
Select device from the dropdown list.  Codes based upon NFIRS.

**Fuel**
Select fuel from the dropdown list.  Codes based upon NFIRS.

**Request/Response box**

**Requesting Agency**
Agency requesting investigation.

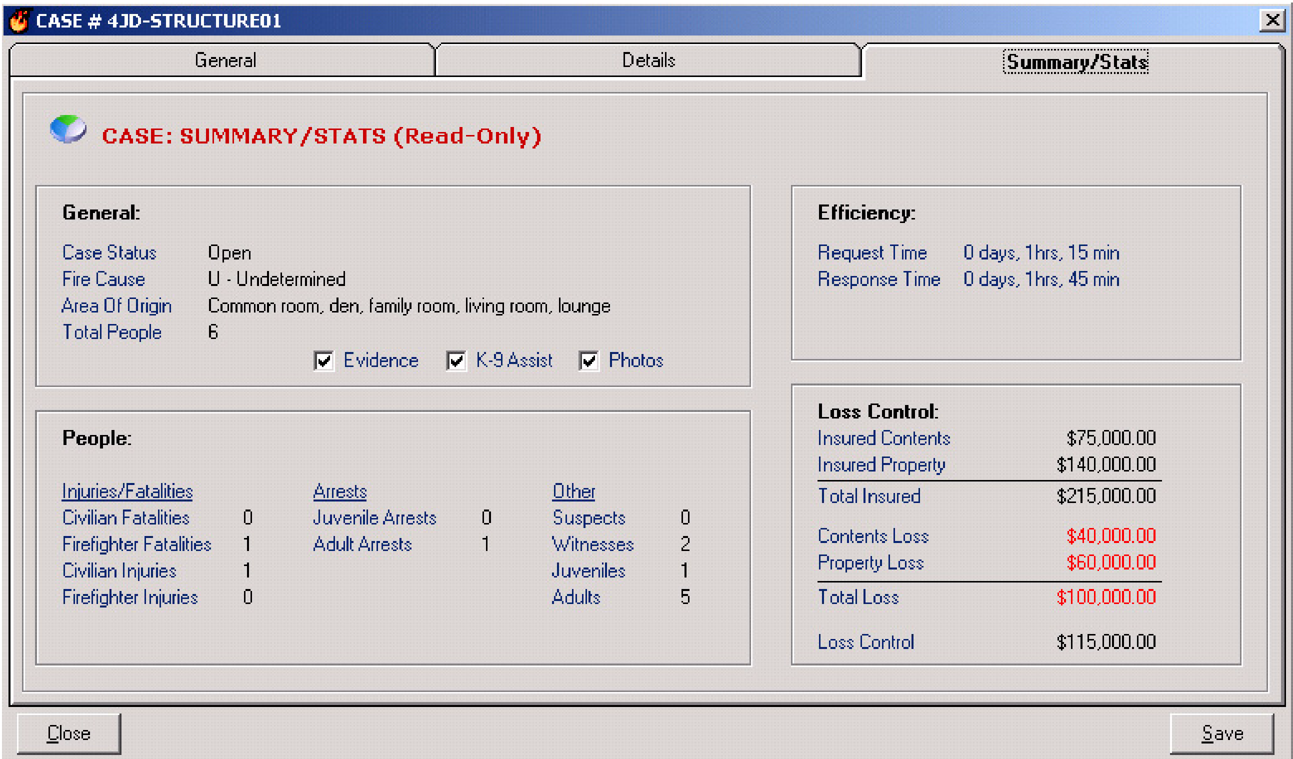
**Requesting Person**
Agency official's name requesting investigation.

**Responding Fire Department**
Fire department responding to original fire call.

**Official Spoken With**
Official representing the responding fire department.

**Notifications**
This can be filled out at your discretion.  This is an open field to declare any formal notifications you make in relation to the fire investigation; either additional agencies notified or notification codes used by your agency (ex. FEMA notified; notification code 55648; etc.).

## *Case: Summary/Stats Screen*




*All information contained on this screen is* *__read-only__*. *Data is calculated based on information contained throughout the case.*

**<u>Efficiency box</u>**

**Request Time**
Difference between time of fire and request time.

**Response Time**
Difference between time of fire and time of arrival.

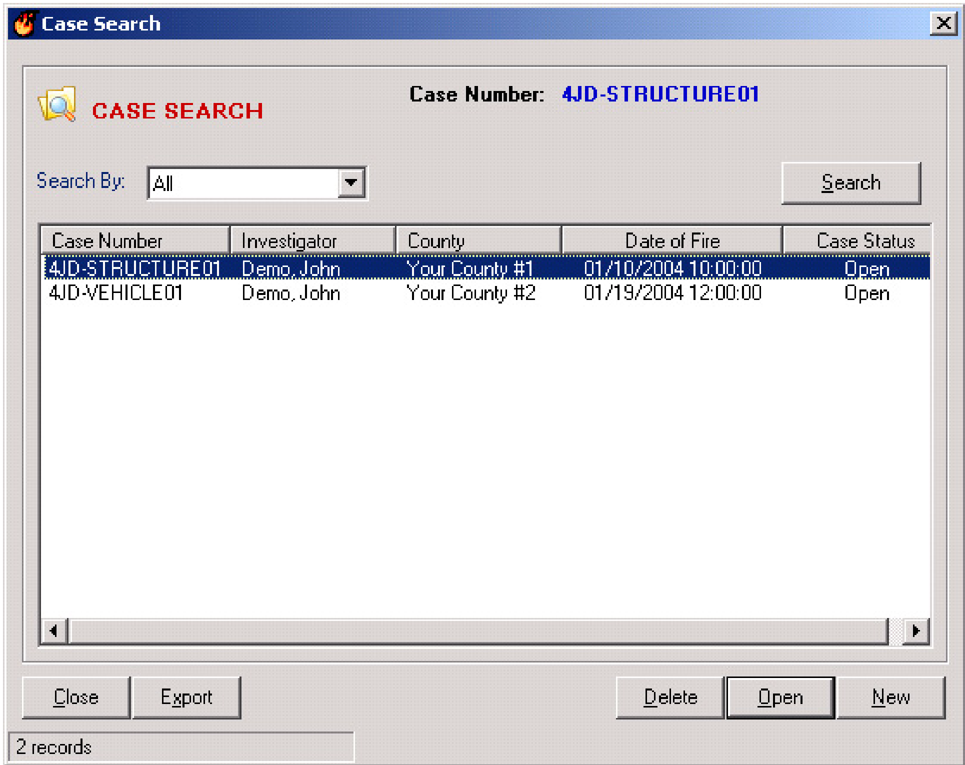
**<u>Loss Control box</u>**

**Insured Contents** = sum of Contents Amount field for all insurance records for this case
**Insured Property** = sum of Property Amount field for all insurance records for this case
**Total Insured** = sum of Insured Contents and Insured Property

**Contents Loss** = sum of Contents Loss field for all insurance records for this case
**Property Loss** = sum of Property Loss field for all insurance records for this case

**Loss Control** = Total Insured minus Total Loss

## *Case Search Screen*




You may utilize this screen to open an existing case or to search for existing cases. Select any of the options from the "Search By" drop down to proceed. You then choose the ALL, Investigator, County, Case Number, date range or Person's last name and click the "Search" button to return a set of matching cases.

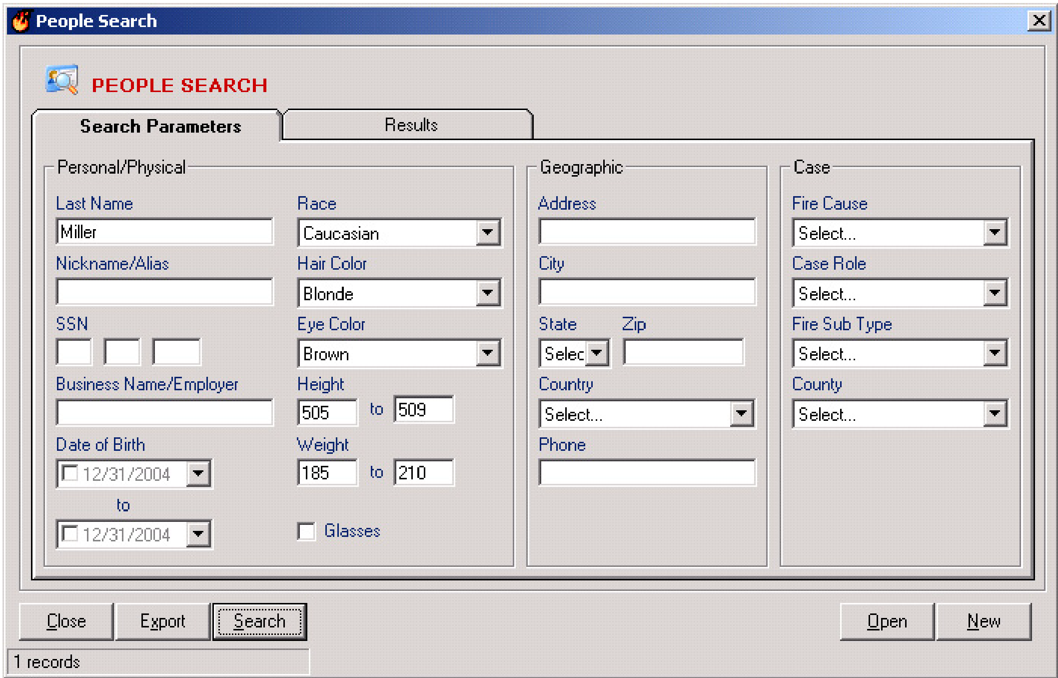
Once you have found the **case you wish to open**, highlight that case and click "Open".

To **delete a case** using this screen, highlight the case and click the "Delete" button.

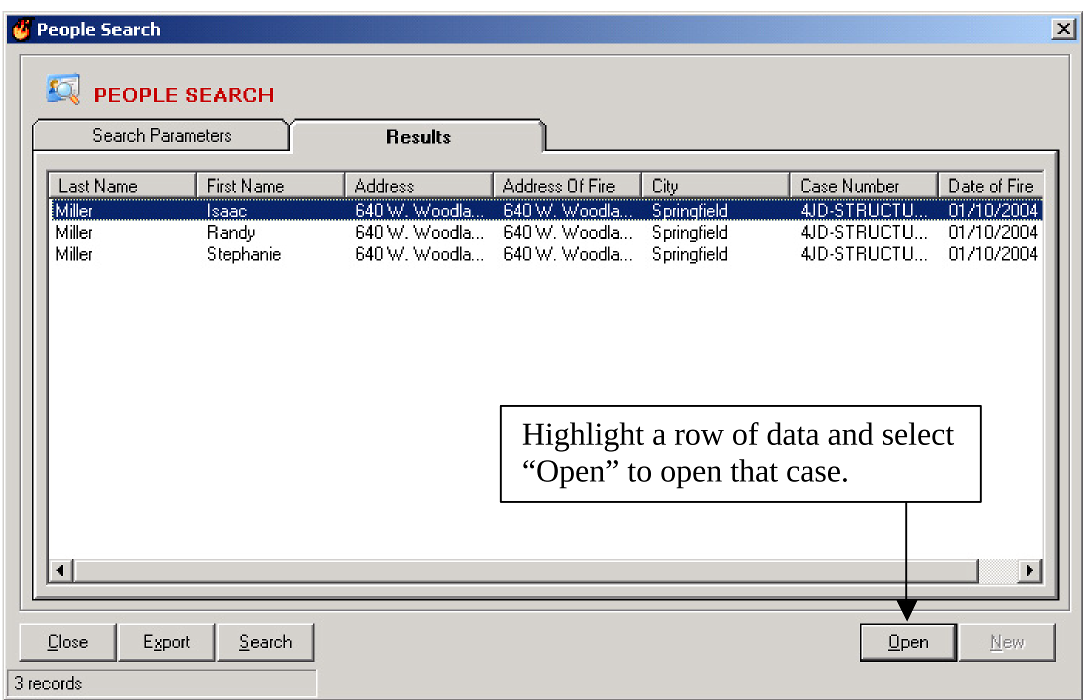
To **create a new case** using this screen, click the "New" button.

Click on the **Export button** to export the search results to an .XLS file.

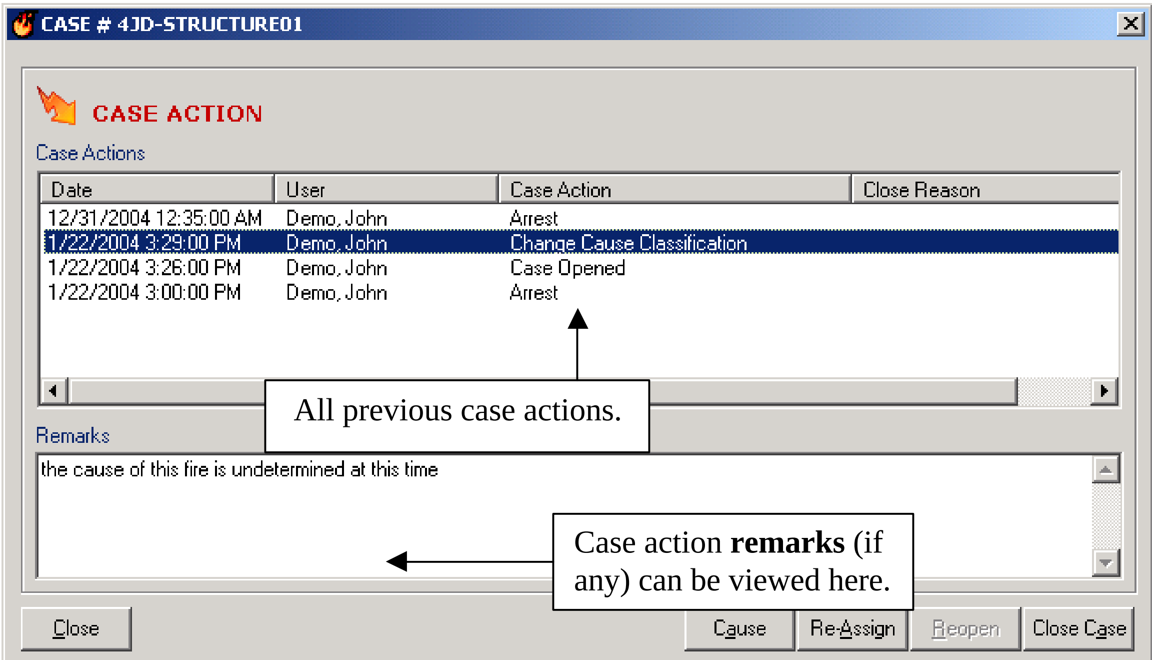
## *People Search Screen*




Build person profiles based on personal/physical, geographic and/or case-specific parameters and return results of all matching people in your database. You may enter parameters in as many or as few fields as you want to perform your people search. After entering your Search Parameters, select the "Search" button, and the Results tab will display the data that meets <u>all of your search criteria</u>.

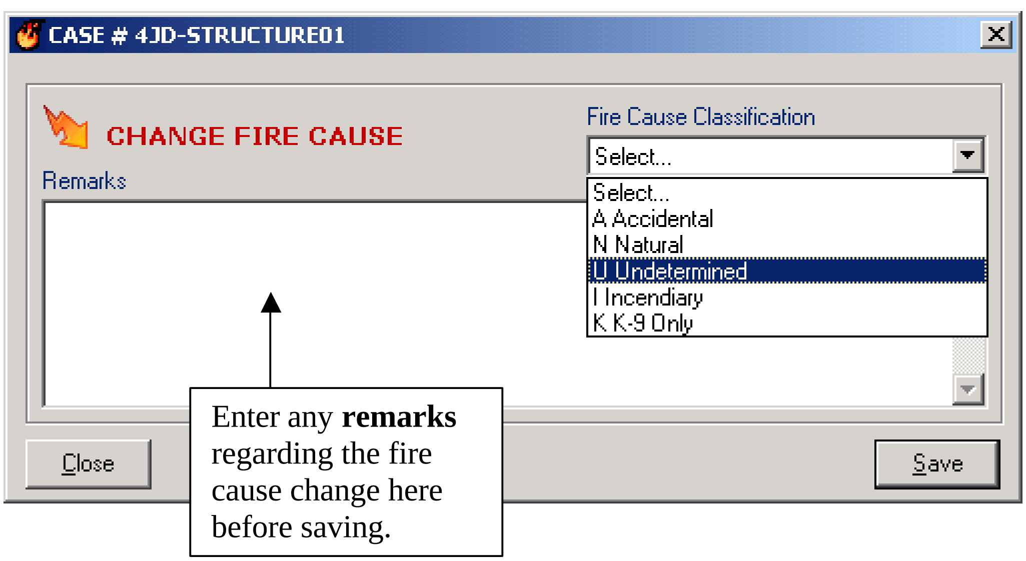


## *Case Action Screen*

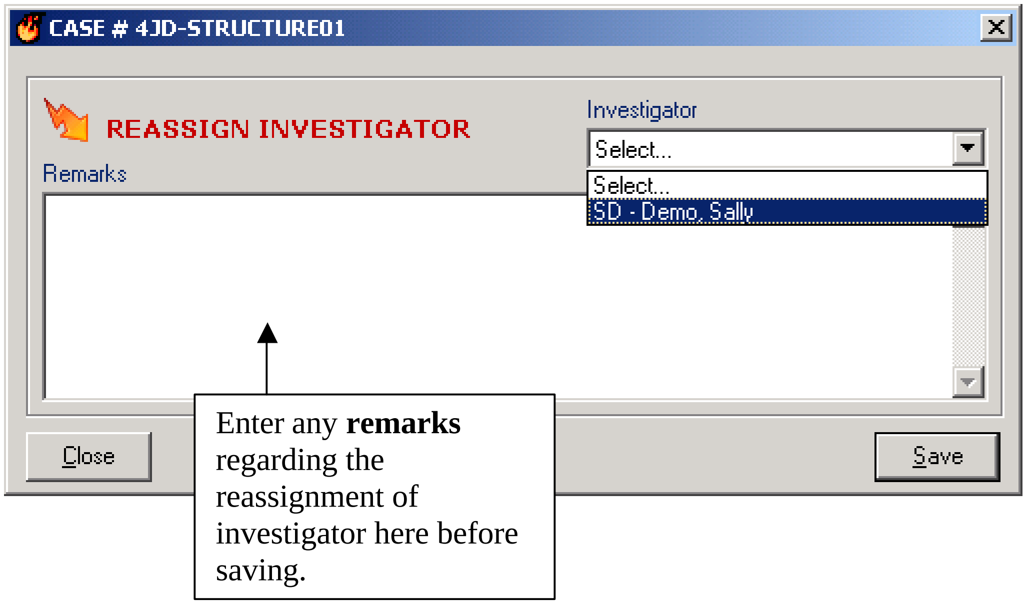



The Case Action screen allows you to make 4 types of changes to the current case:

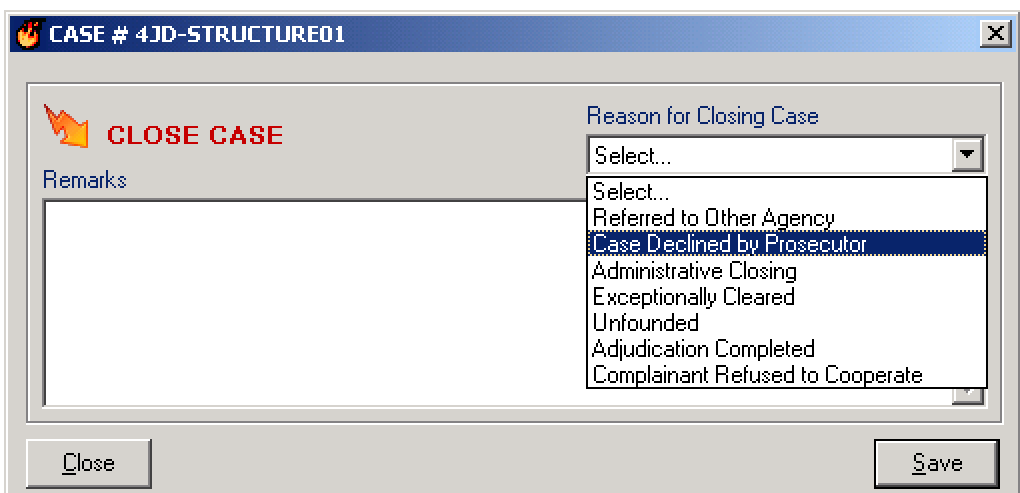
1. You may **change the cause of fire classification** by clicking the "Cause" button at the bottom of the screen. Doing so will open the following screen. Select the **Fire Cause Classification** from the dropdown.




2. You may **reassign the current case** to another investigator on your FireFiles system by clicking the "Re-Assign" button at the bottom of the Case Action screen. Doing so will open the following screen. Select the **Investigator** to reassign the case to from the dropdown.

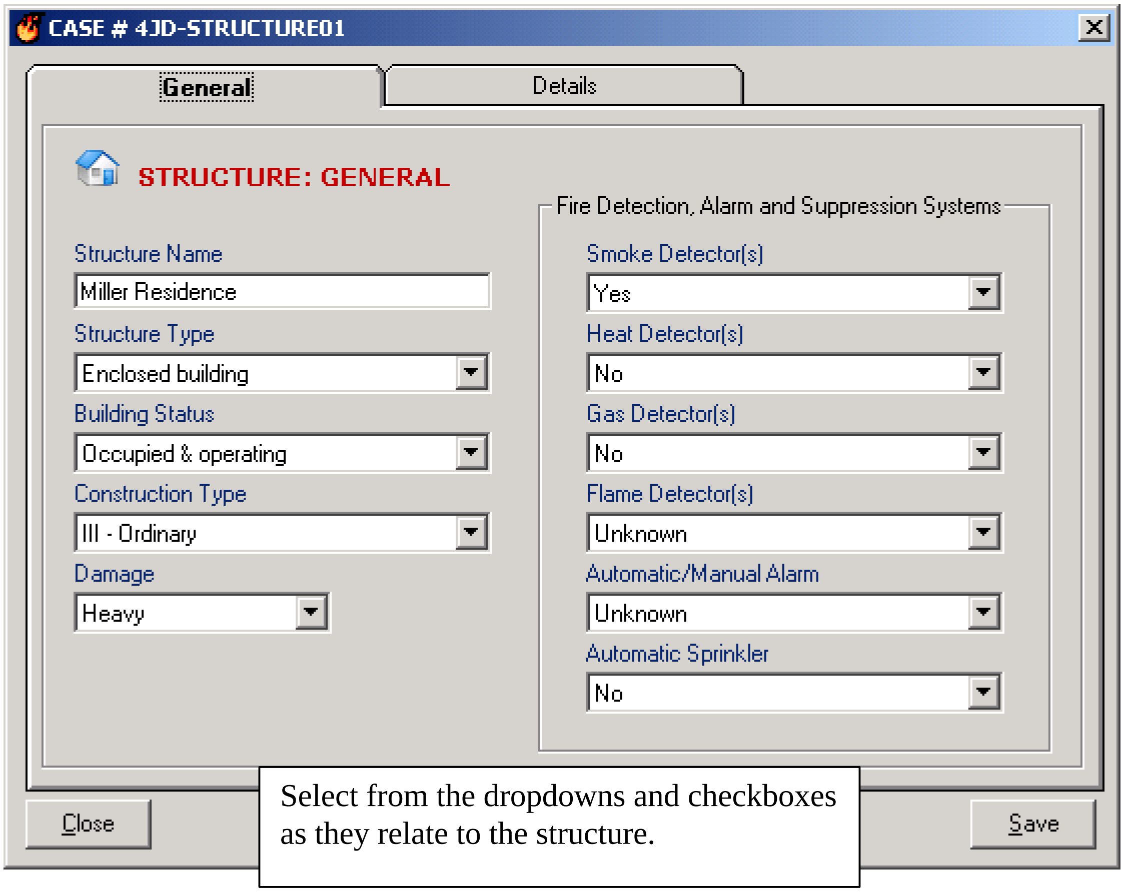



3. You may **close the current case** by clicking the "Close" button at the bottom of the Case Action screen. Doing so will open the following screen. Select the **Close Reason**.




4. If a case has already been closed, you may **reopen the case** by clicking the "Reopen" button at the bottom of the Case Action screen.

## *Structure: General Screen*




**Structure Name**
General descriptive title for structure.

**Structure Type**
Select type from the dropdown list. Codes based upon NFIRS.

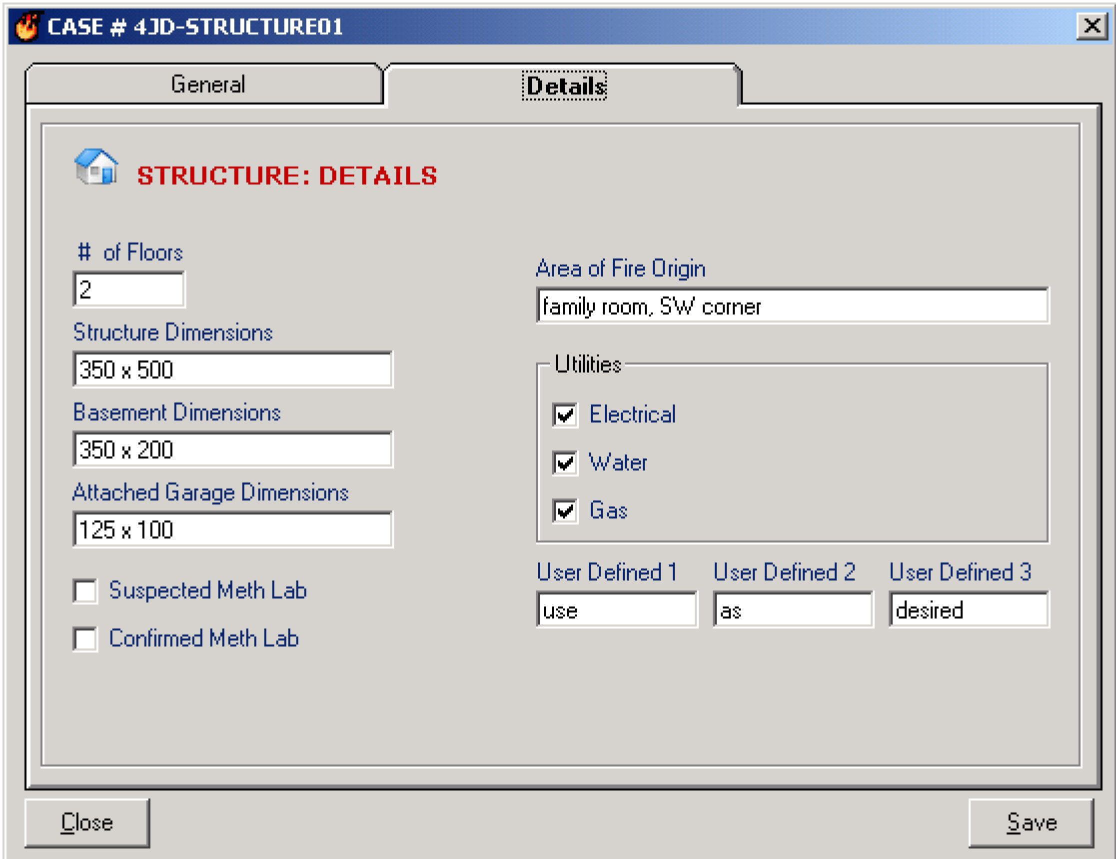
**Building Status**
Select status at time of incident from the dropdown list. Codes based upon NFIRS.

**Construction Type**
Select construction type from the dropdown list.

**Damage**
Select from the dropdown to describe the level of damage caused by the fire.

**Fire Detection, Alarm and Suppression Systems**
Select from the 6 dropdowns as they relate to the structure.

## *Structure: Details Screen*




**# of Floors**
Enter the structure's number of floors.

**Structure Dimensions**
Square footage or physical length x width dimensions of the structure.

**Basement Dimensions**
Square footage or physical length x width dimensions of the structure's basement (if applies).

**Attached Garage Dimensions**
Square footage or physical length x width dimensions of the structure's attached garage (if applies).

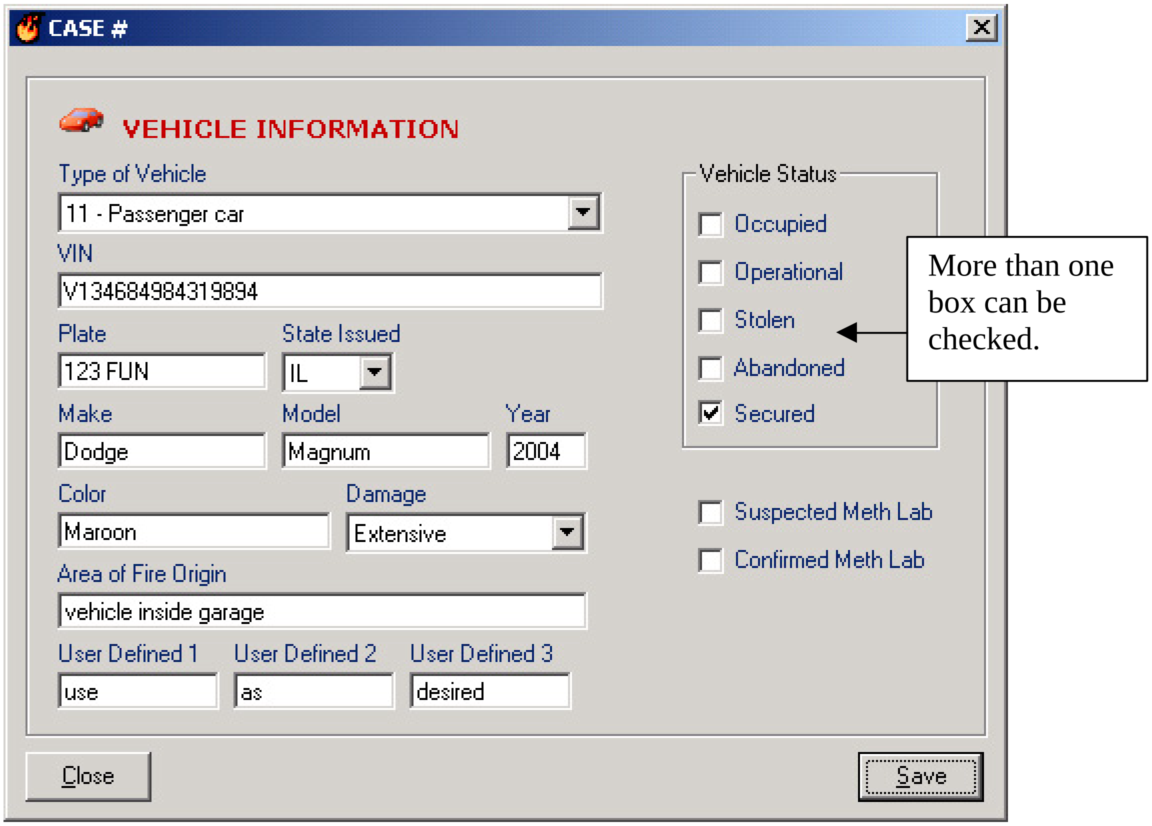
**Meth Lab boxes**
Check if one of the methamphetamine boxes applies.

**Area of Fire Origin**
Description for area of the structure where the fire originated.

**Utilities**
Check the utility boxes that were functional at the time of the incident.

Click the "**Save**" button at the bottom of the screen to save all of the changes to the Structure screen.

## *Vehicle Information Screen*




**Type of Vehicle**
Select from the dropdown.

**VIN**
Enter the vehicle identification number.

**Plate**
Enter license plate number.

**State Issued**
Select from the dropdown.

**Make**
Enter vehicle make (ex. Nissan, Ford, etc.)

**Model**
Enter vehicle model (ex. Maxima, F150, etc.)

**Year**
Enter vehicle year

**Color**
Enter vehicle color(s)

**Damage**
Select from the dropdown.

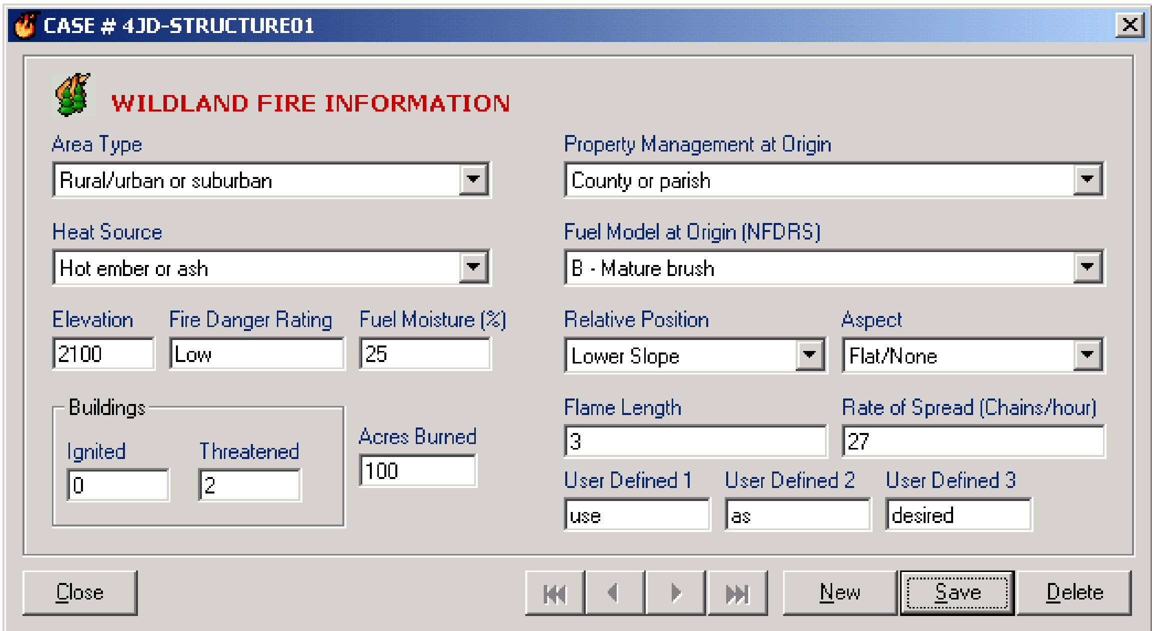
**Area of Fire Origin**
Description for area of the vehicle where the fire originated.

**Vehicle Status**
Check the boxes that apply to the vehicle status.

**Meth Lab boxes**
Check if one of the methamphetamine boxes applies.

Click the "**Save**" button at the bottom of the screen to save all of the changes to the Vehicle screen.

## *Wildland Fire Information Screen*




**Area Type**
Select from the dropdown.

**Heat Source**
Select from the dropdown.

**Elevation**
Enter the elevation at fire origin.

**Fire Danger Rating**
Enter the fire danger rating at time of incident.

**Fuel Moisture**
Enter the fuel moisture in a percentage.

**Buildings**
Enter number of buildings ignited and threatened during incident.

**Acres Burned**
Enter number of acres burned during incident.

**Property Management at Origin**
Select from the dropdown.

**Fuel Model at Origin**
Select from the dropdown. Based on National Fire Danger Rating System (NFDRS).

**Relative Position**
Select from the dropdown.

**Aspect**
Select from the dropdown.

**Flame Length**
Enter flame length.

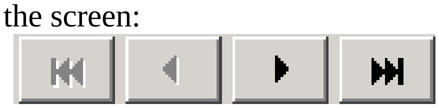
**Rate of Spread**
Enter rate of spread in a measure of chains per hour.

If there is more than one wildland fire record connected to the case, you may enter additional records by clicking the “**New**” button.

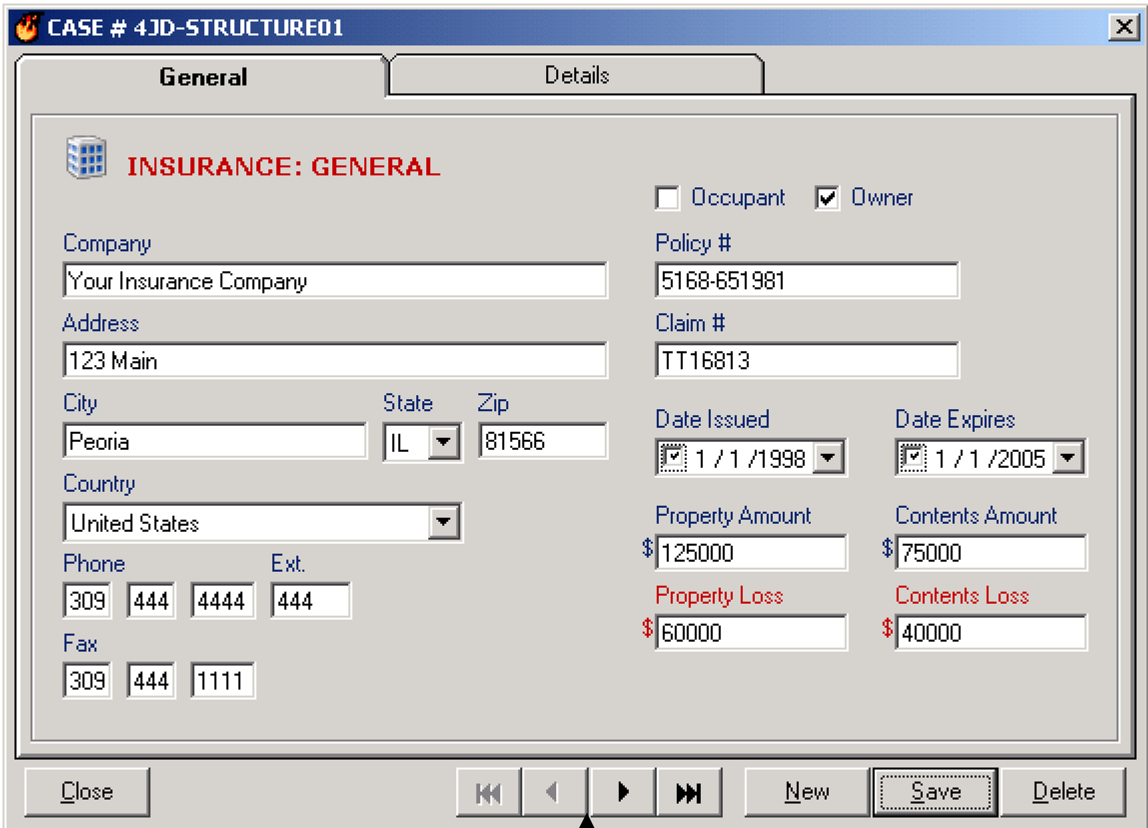
After entering data on each wildland fire record, click the “**Save**” button.

To delete the displayed wildland fire record, click the “**Delete**” button.

Navigate through information contained in various records using the VCR buttons at the bottom of the screen:



## *Insurance: General Screen*




**Navigate** through information contained in various policies using the VCR buttons.

Insurance policy information is stored in this module. Enter all data pertaining to policies related to this case for owners and occupants.

**Company**
Insurance company name.

**Address, City, State, Zip, Country**
Insurance company location.

**Phone, Fax**
Enter the numeric phone and fax numbers. The field will automatically advance when the correct number of digits are filled in.

**Occupant/Owner boxes**
Check if the policy covers the occupant and/or owner.

**Policy #**
Vehicle/structure policy number.

**Claim #**
Claim number associated with the incident, if applicable.

**Date Issued**
Select issue date from the calendar date-picker or type in date manually using arrow buttons. Date can be left blank if unknown.

**Date Expires**
Select policy expiration date from the calendar date-picker or type in date manually using arrow buttons. Date can be left blank if unknown.

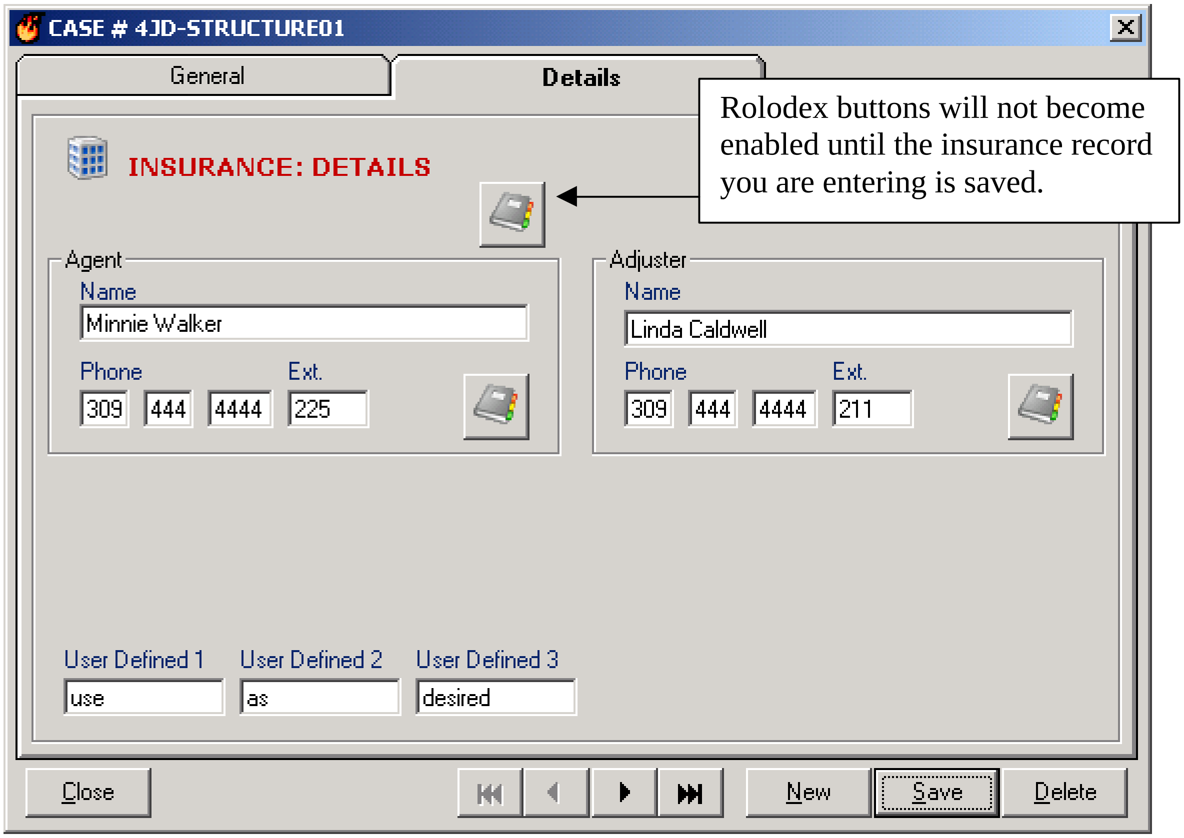
**Property Amount**
Dollar amount insurance policy covers for the property.

**Contents Amount**
Dollar amount insurance policy covers for the property's contents.

**Property Loss**
Dollar amount of property loss.

**Contents Loss**
Dollar amount of contents loss.

## *Insurance: Details Screen*




**Agent**
Information of the insurance company agent.

**Adjuster**
Information of the insurance company adjuster.

You may add an Agent, Adjuster or a Company to your FireFiles **Rolodex** by clicking on one of the three Rolodex buttons:

*More information on the "Rolodex Entry" screen is found in that portion of the user manual.*

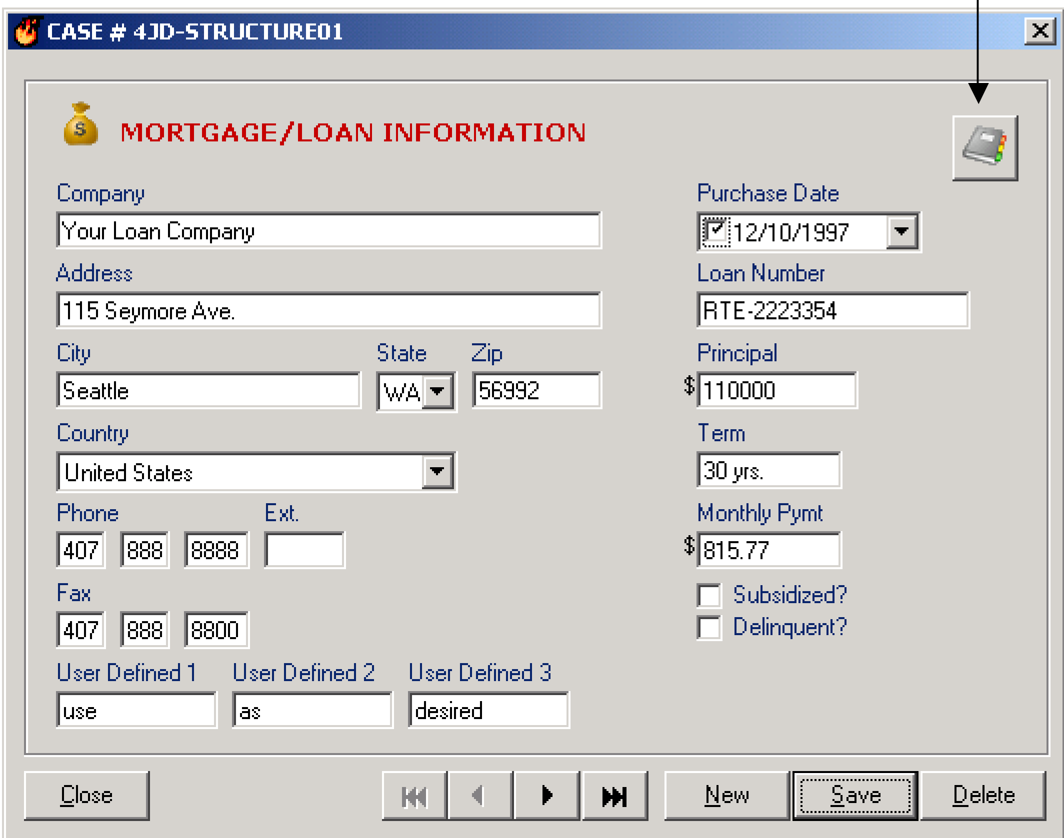
If there is more than one insurance policy connected to the occupancy type in the case open, you may enter new, additional policies by clicking the "**New**" button.

After entering data on each policy, click the "**Save**" button.

To delete the displayed insurance record, click the "**Delete**" button.

## *Mortgage/Loan Information Screen*

Rolodex button will not become enabled until the mortgage record you are entering is saved.



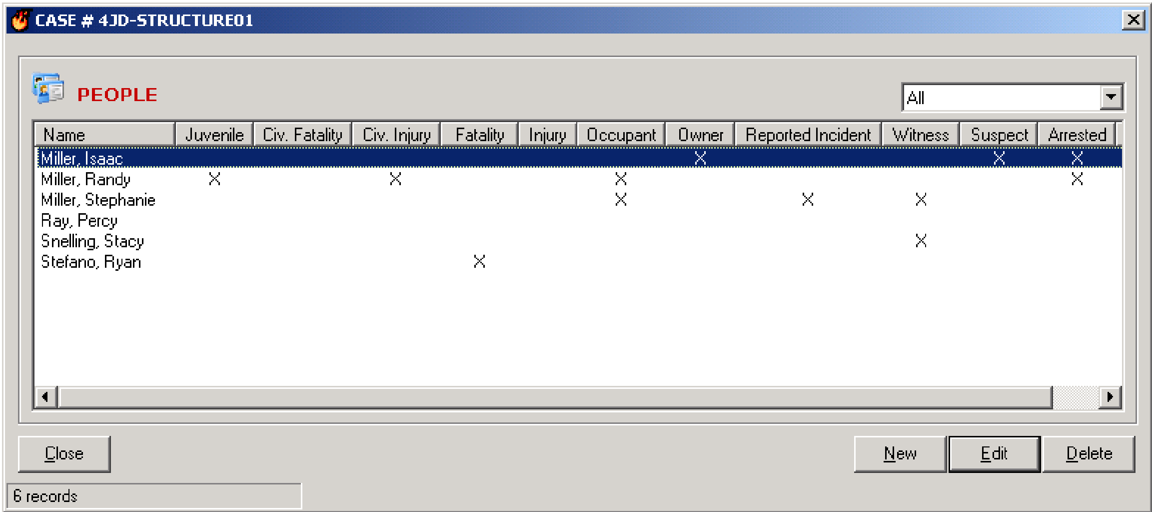

Mortgage and/or loan information is stored in this module. Enter all data pertaining to a single mortgage/loan. After entering data on each record, click "Save".

If there is more than one mortgage/loan record associated with the occupancy type in the case open, you may enter additional records by clicking the "New" button. Navigate through information contained in various records using the VCR buttons at the bottom of the screen:

You may add Loan or Mortgage Company to your FireFiles Rolodex by clicking on the Rolodex button at the top right of the screen:

*More information on the "Rolodex Entry" screen is found in that portion of the user manual.*

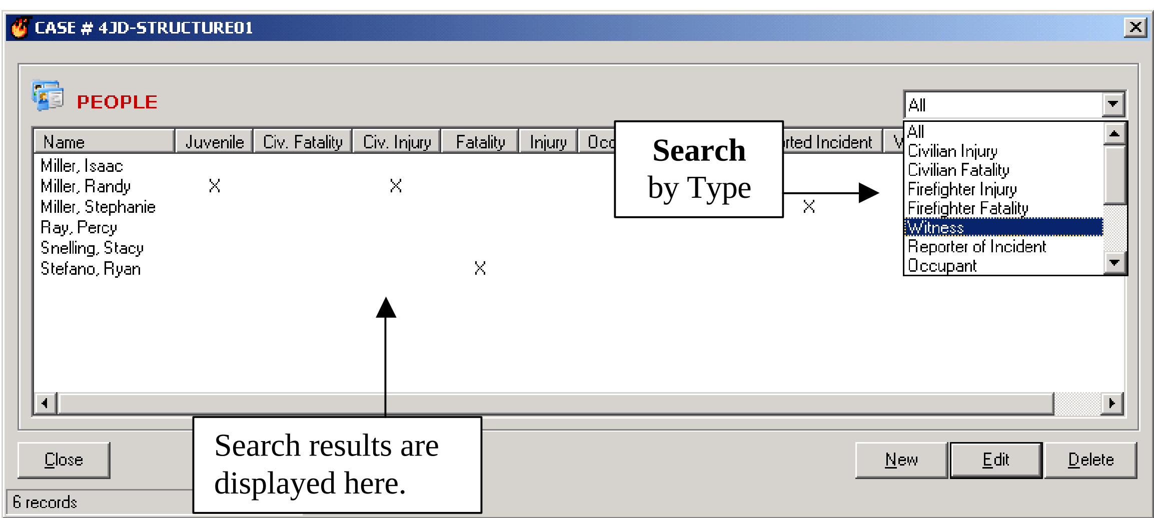
## *People Screen*




This screen serves as an organizer with search & sort capabilities for all of the people associated with the open case.

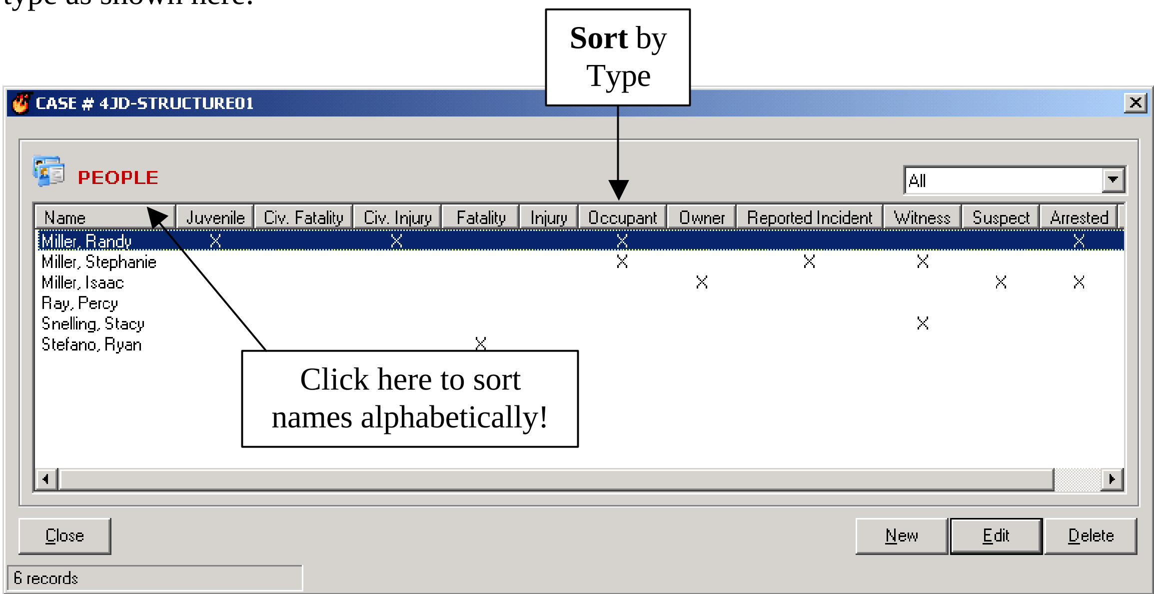
**Search**

To search for people by type (ex. Witnesses), you select from the dropdown on the top right of the screen as shown here:



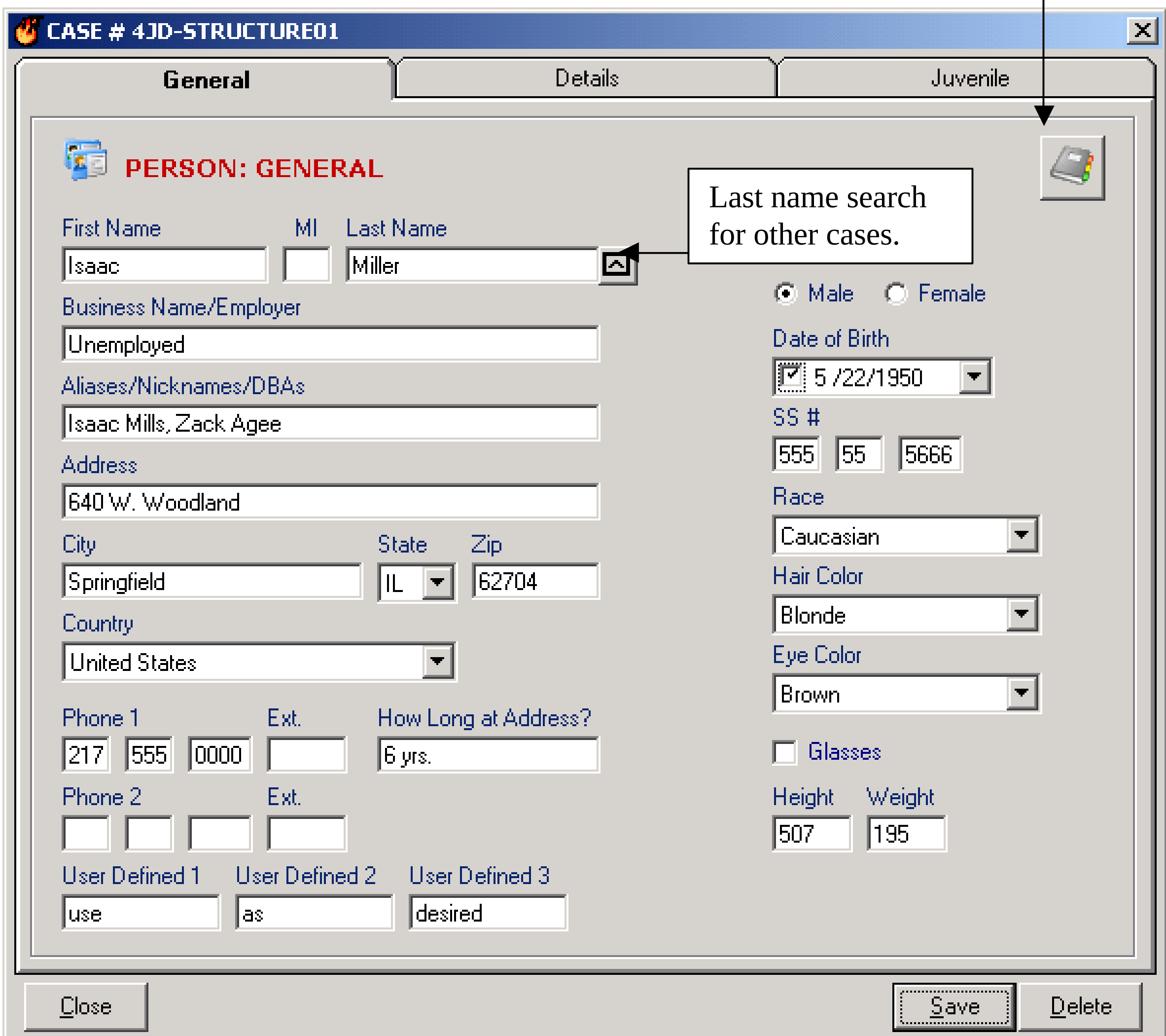
**Sort**

You may also sort the people contained in this screen by type (ex. Civilian Fatality). To do so, click on the type you wish to sort by, and FireFiles will group all people by that type as shown here:




You may also **add a new person** to the case by clicking "New" at the bottom of the People screen, or you may **edit an existing person record** by selecting a person and clicking "Edit" at the bottom of the screen. Either way, you will be directed to the "Person Record" screen for data entry.

## *Person: General Screen*




This screen will collect all data about a person associated with this case.

**First Name, MI, Last Name**
Person's first and last name and middle initial. A last name search is available with the search button to check person's involvement in other cases.

**Business Name/Employer**
Can be used for person's employer name or for storing a non-personal business to the FireFiles database. To store a business name only, it is recommended that first name is left blank and last name is used for short company name.

**Aliases/Nicknames/DBA's**
Multiple aliases, etc. should be separated by commas.

**Address, City, State, Zip, Country, Phone 1, Phone 2, How Long at Address?**
Location and contact information characteristics.

**Male/Female**
Select either.

**Date of Birth**
Person's DOB. Leave blank if unknown.

**SS#**
Social security number.

**Race**
Select from dropdown.

**Hair Color**
Select from dropdown.

**Eye Color**
Select from dropdown.

**Glasses**
Select if glasses are worn.

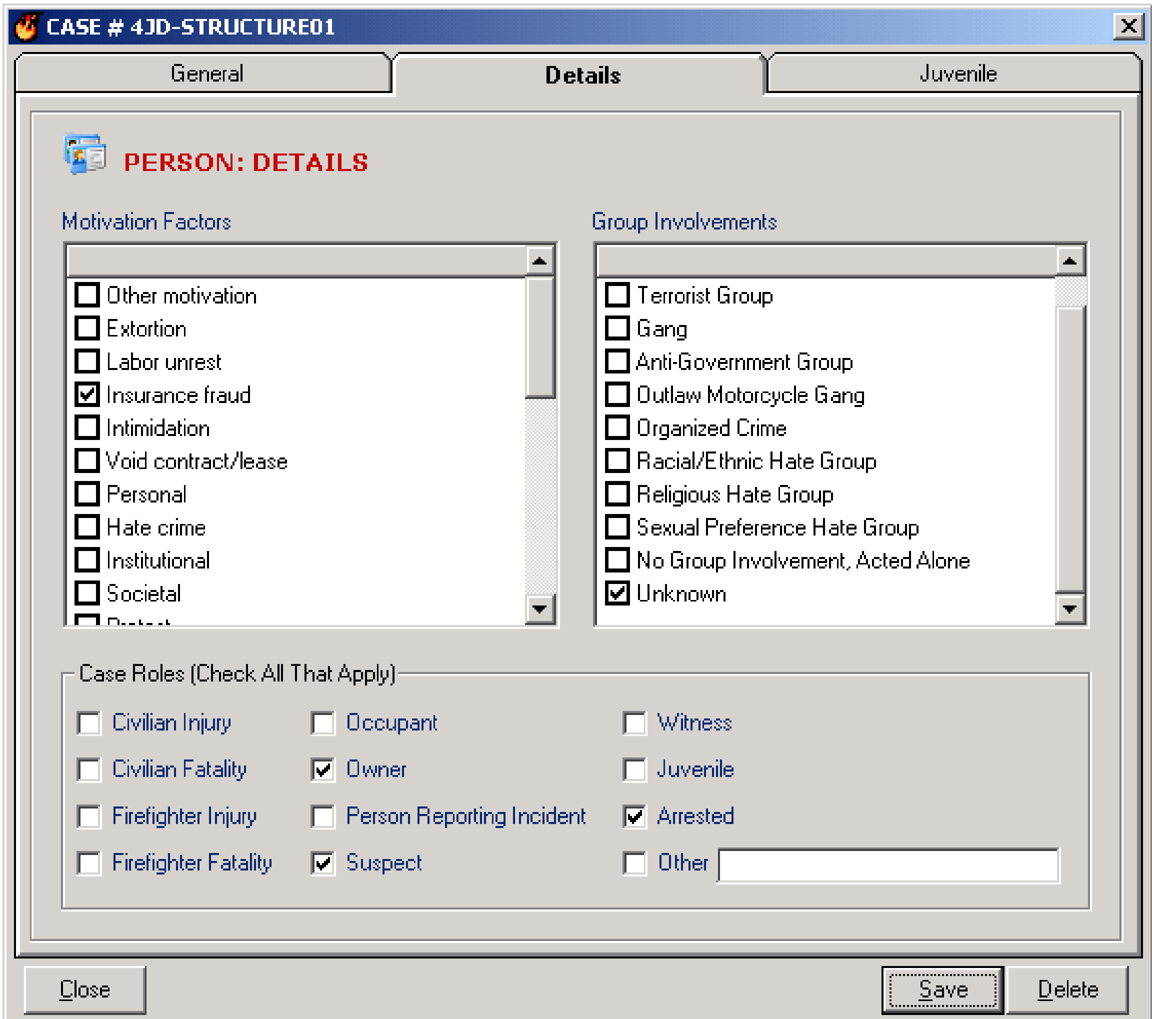
**Height**
Enter height according to the NAICS (North American Industry Classification System).
*Ex. 5'2" is entered as 502, 5'11" is entered as 511.*

**Weight**
Enter weight.

You may add a Person to your FireFiles **Rolodex** by clicking on the Rolodex button at the top right of the screen:

*More information on the "Rolodex Entry" screen is found in that portion of the user manual.*

## *Person: Details Screen*




**Motivation Factors**
Select all that apply. Based on NFIRS codes.

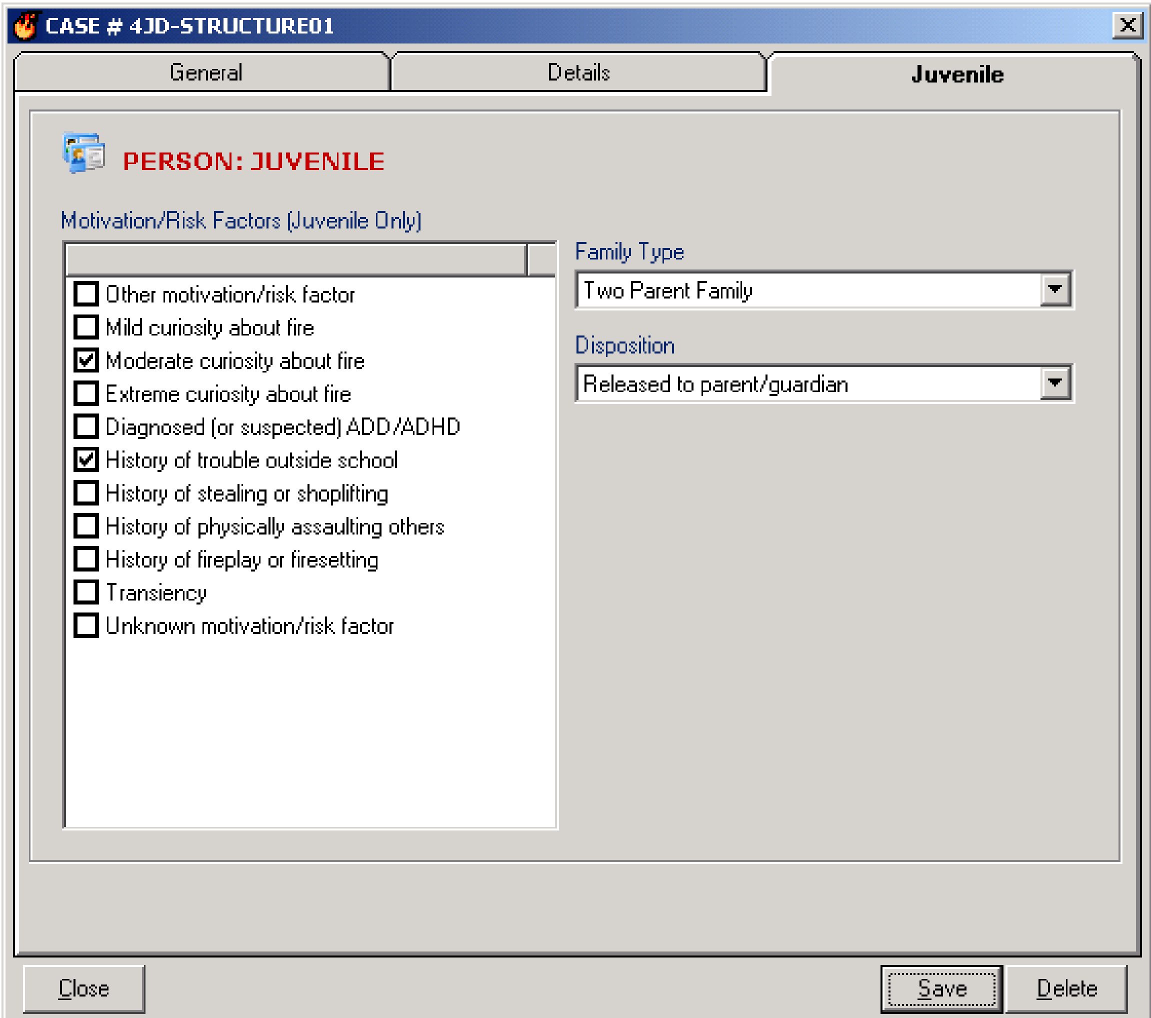
**Group Involvements**
Select all that apply. Based on NFIRS codes.

**Case Roles**
Select all that apply.

**FireFiles will guard against the following check-box mistakes:**

- Civilian Injury AND Civilian Fatality may not both be checked.
- Firefighter Injury AND Firefighter Fatality may not both be checked.
- Over 18 in the Date of Birth Field AND Juvenile box checked.

## *Person: Juvenile Screen*




In order to store and save information on this Juvenile screen, "Juvenile" must be checked as a Case Role on the Person: Details tab.

**Motivation/Risk Factors**
Select all that apply. Codes based upon NFIRS.

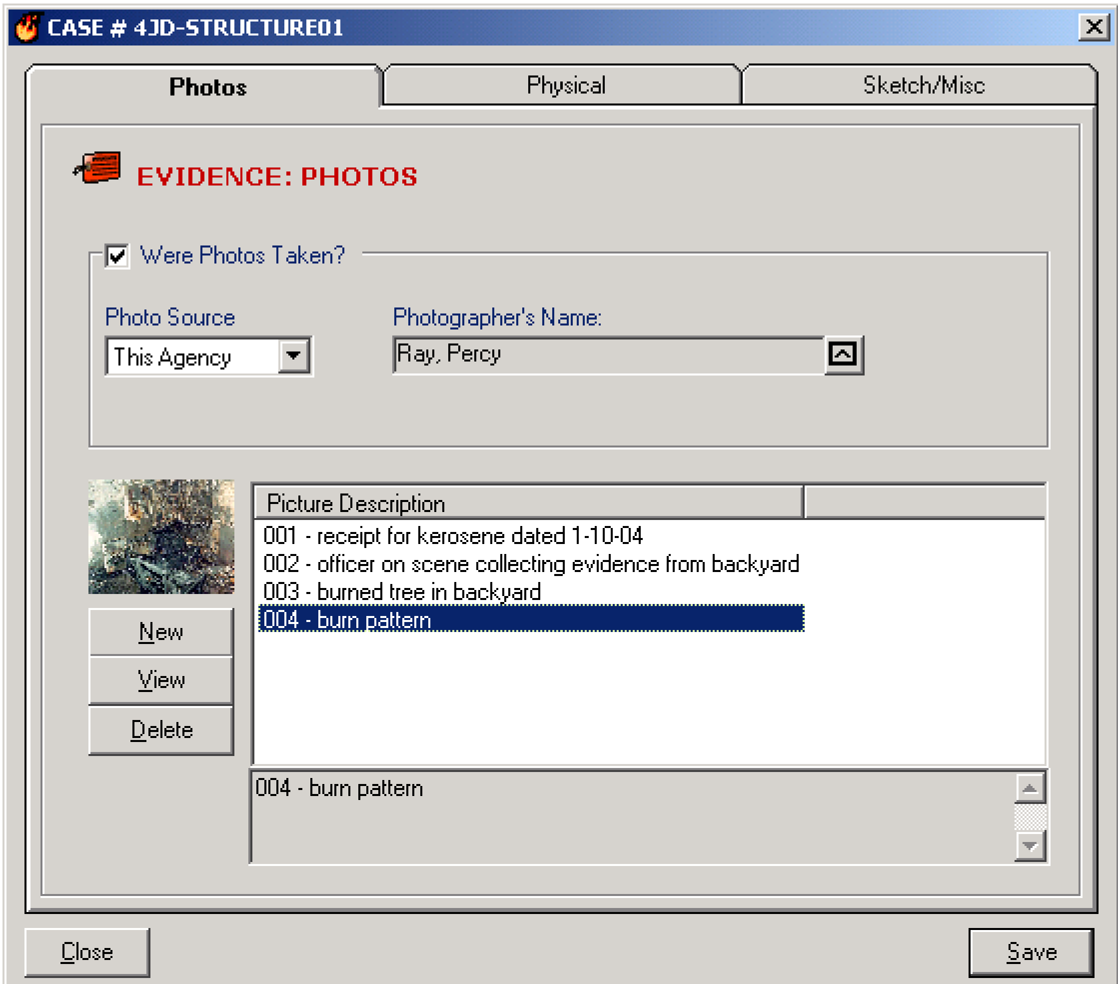
**Family Type**
Select type from the dropdown list. Codes based upon NFIRS.

**Disposition**
Select disposition from the dropdown list. Codes based upon NFIRS.

Click the "**Save**" button to save the displayed Person record.

Click the "**Delete**" button to delete the displayed Person record.

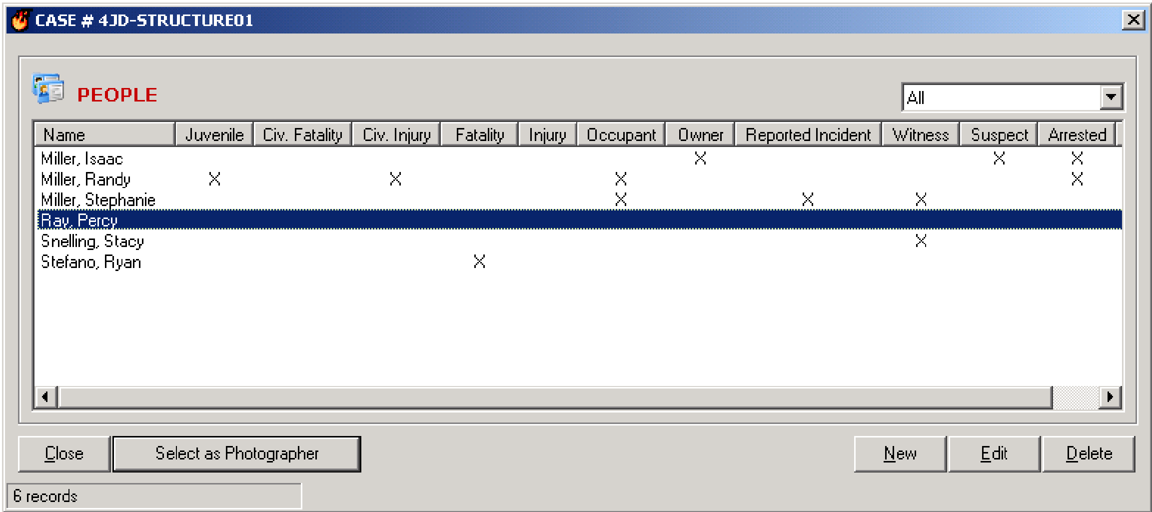
## *Evidence: Photos Screen*




**Were Photos Taken?**
Select **Photo Source** from the dropdown.

Click the "search" button to select the Photographer. You will select the photographer From the People screen as shown following:

**IMPORTANT NOTE**: In order to enter info in the Photographic Evidence portion of this screen, the **Were Photos Taken?** box must be checked at the top of the screen.



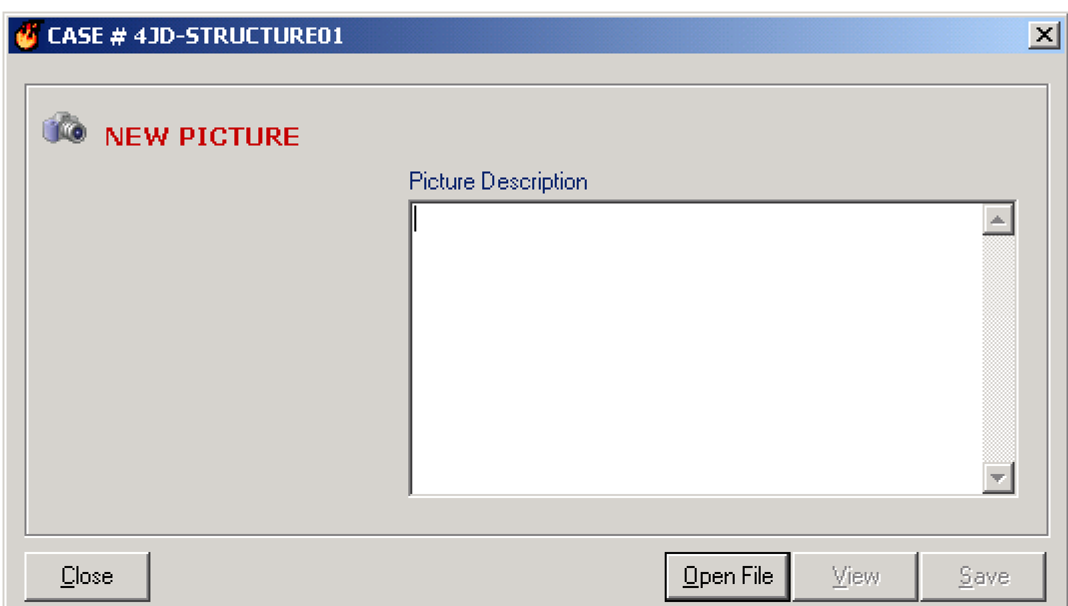
Highlight the photographer from this list and click the "Select as Photographer" button at the bottom of the screen. If the photographer is not already in this list, you must click the "New" button to create a Person Record for this case's photographer.

## Digital Images

The FireFiles database will save digital photos, including a brief description of the photo and a thumbnail image for easier viewing.

To **view** an existing, saved picture, highlight the picture description and the click "View", or double-click the image. A full sized version of the picture will be displayed on your monitor. You may print this image directly to your printer by selecting the "Print" button. (Some pictures will be larger/smaller than others depending on the size that they were originally saved.)

To **insert a new picture** and store it in your FireFiles database, click "New" and the following screen will appear:

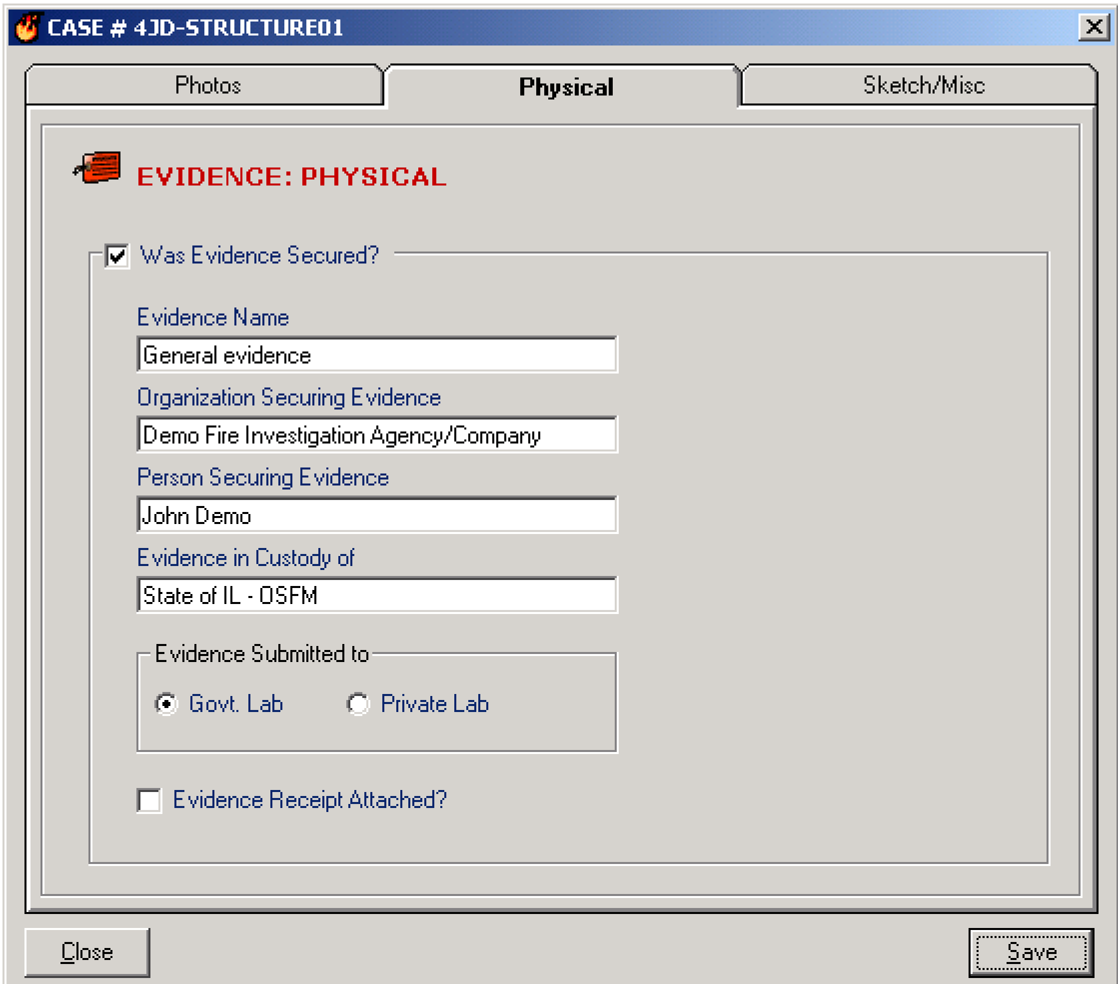


First, open the image from your local hard drive by clicking "Open File". A thumbnail image will appear like so after you have selected the image you want:


You must then enter a **Picture Description** and click "Save". The image and its description will be added to the Evidence: Photos screen.

**PLEASE NOTE:** FireFiles limits uploaded images to a size of 100MB. Images larger than this cannot be saved.

## *Evidence: Physical Screen*




**Was Evidence Secured?**

Enter information about the physical evidence that has been collected for the current case. This information will be included on the evidence report generated by FireFiles.

> **IMPORTANT NOTE**: In order to enter info in the Evidence: Physical tab of this screen, the **Was Evidence Secured?** box must be checked at the top of the screen.

**Evidence Name**

General title/description for all evidence collected.

**Organization Securing Evidence**

Agency/company that secured the physical evidence.

**Person Securing Evidence**

Person that secured the physical evidence.

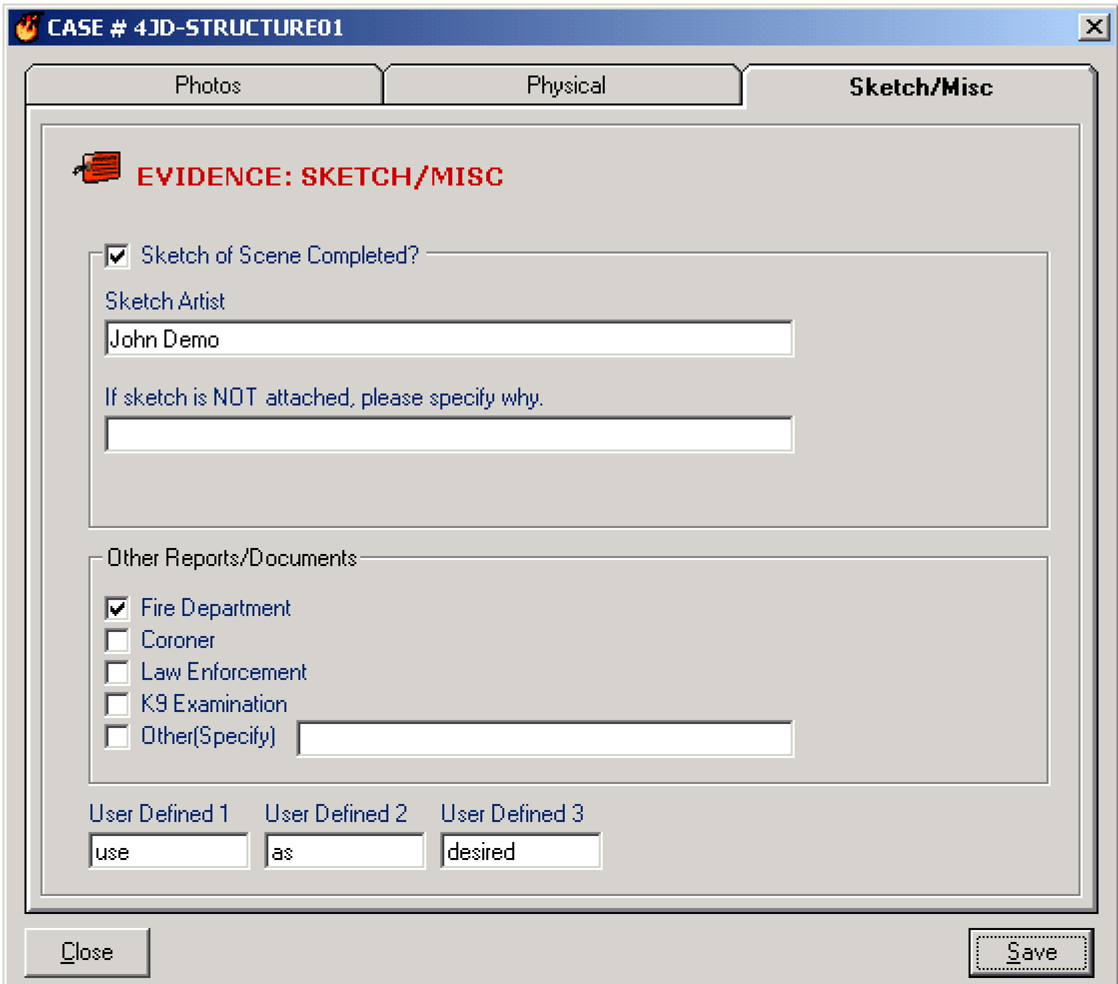
**Evidence in Custody of**

Individual or agency/company in custody of the physical evidence.

**Evidence Submitted to**
Select government lab or private lab.

**Evidence Receipt Attached?**
Check if receipt will be attached to your evidence report(s).

## *Evidence: Sketch/Misc Screen*




**<u>Sketch of Scene Completed?</u>**
This information is also included in the FireFiles evidence reporting.

**Sketch Artist**
Name of sketch artist.

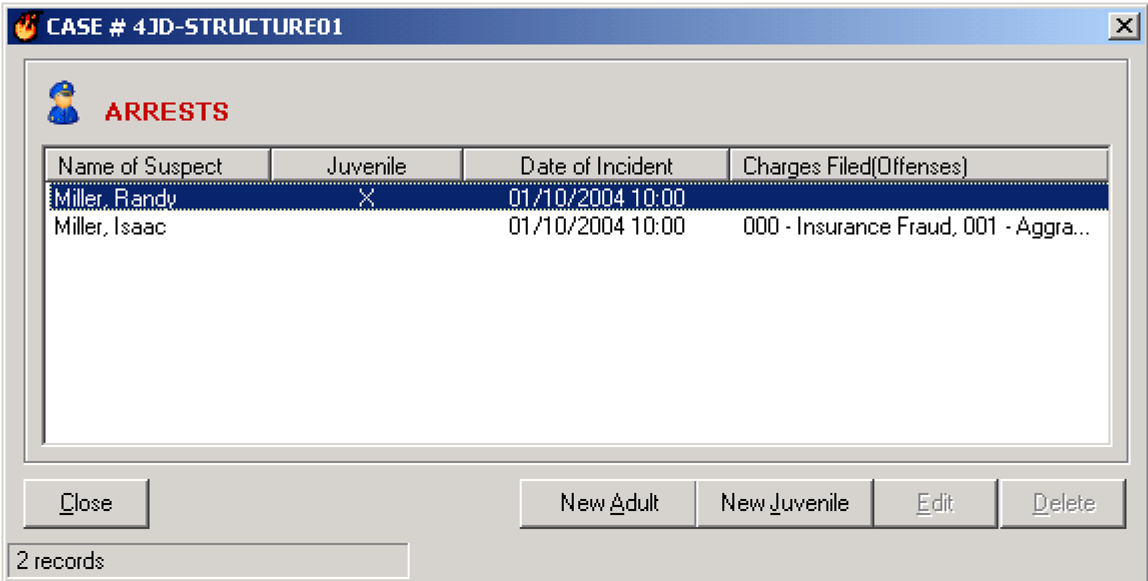
**If sketch is NOT attached, please specify why.**
Give appropriate response.

**IMPORTANT NOTE**: In order to enter info in the Evidence: Sketch/Misc tab of this screen, the **Sketch of Scene Completed?** box must be checked at the top of the screen.

**<u>Other Reports/Documents</u>**
If there are any other reports and/or documents that have been received by external agencies, check the box of the agency the reports were received from. Again, this information will be included in the FireFiles evidence report.

Click the "**Save**" button at the bottom of the Evidence screen to save all data entered.

## *Arrests Screen*



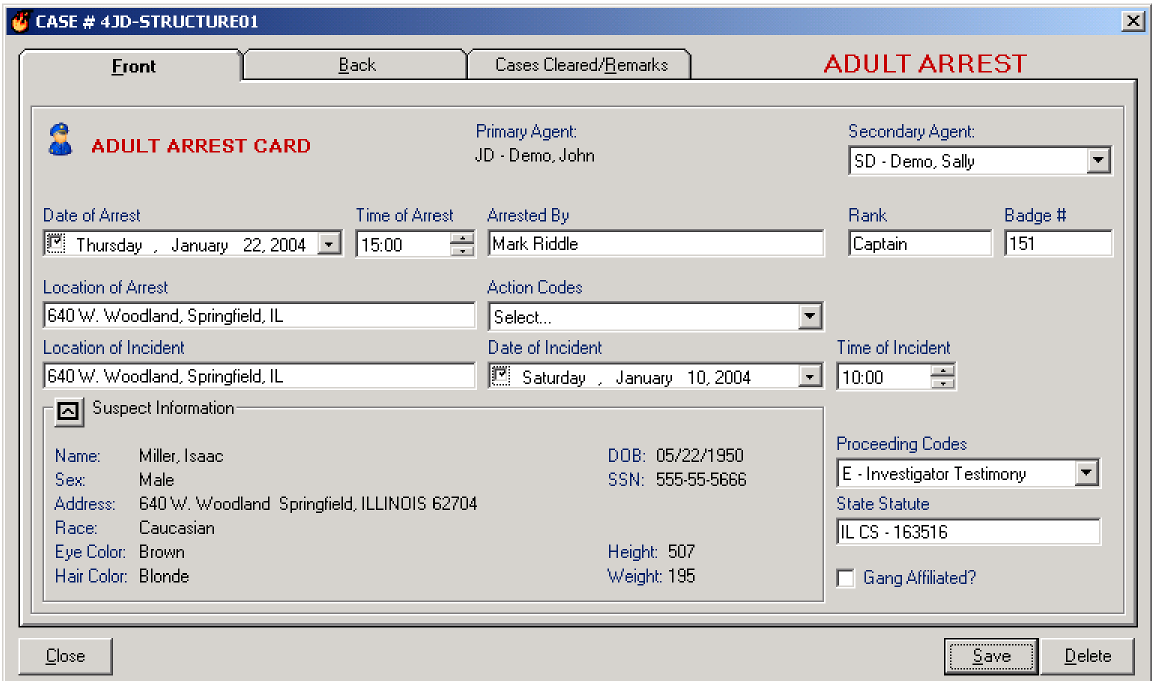

The Arrests screen is a collection of individuals who have been arrested as suspects and/or charged with an offense in relation to the current case.

To **create a new arrest card**, click “New Adult Arrest” (“New Juvenile Arrest” if arrested person is a juvenile).

To **edit an existing arrest card**, highlight the suspect name and click “Edit”.

*For more details on arrest cards, refer to the Juvenile or Adult Arrest Card potions of this manual.*

## *Adult Arrest Card (Front) Screen*




The Adult Arrest Card screen contains all information relating to an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.

**Primary Agent**
This field contains the agent/investigator that is assigned to this case. This field is filled in automatically by FireFiles based on which user originally creates this case, unless the system administrator reassigns an existing case to another user.

**Secondary Agent**
Select from the dropdown of other system users.

**Date of Arrest**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**Time of Arrest**
Use the up and down buttons to adjust time, or type in the time manually.

**Arrested By**
Officer/agent making the arrest.

**Rank**
Arresting officer’s rank.

**Badge #**
Arresting officer's badge or star number.

**Location of Arrest**
Include address, city, state and/or zip of physical arrest location.

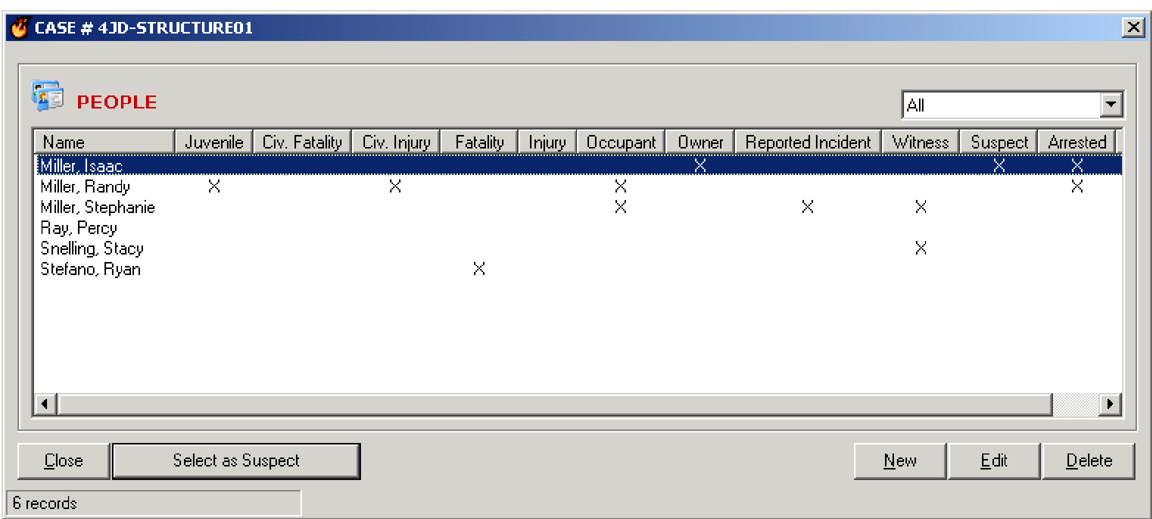
**Action Codes**
Select from the dropdown *(this dropdown can be maintained by your system administrator)*. Action codes will vary from state to state, but generically these are the stages of a criminal proceeding from preliminary investigation to final disposition (ex. Acquitted).

**Location of Incident**
Enter the location (address, city, state) of the incident that led to the arrest.

**Date of Incident**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**Time of Incident**
Use the up and down buttons to adjust time, or type in the time manually.

**Suspect Information box**
All information in this box is automatically filled in by FireFiles once you have selected a suspect. Select a suspect by clicking the "search" button. This will take you to the People Screen.




If the suspect's person record already exists, highlight the suspect and click the "Select as Suspect" button. If the suspect's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen. *More information on the "People Screen" and the "Person Record Screen" is found in those portions of the user manual.*

**Proceeding Codes**
Select from the dropdown of proceeding codes. *(this dropdown can be maintained by your system administrator).* Proceeding codes will vary, but generically these are the means by which the charges were filed against the individual arrested (ex. Investigator testimony).

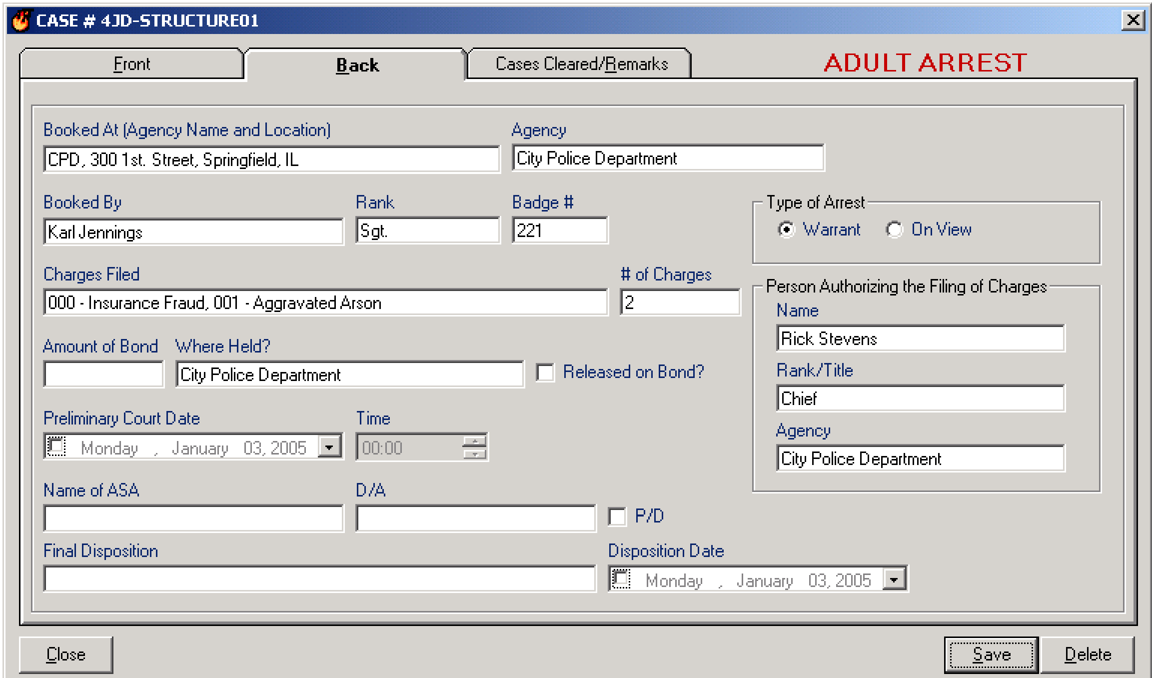
**State Statute**
Statutory code (state or province) violated or allegedly violated (ex. 735ILCS5-1001-19).

**Gang Affiliated?**
If the suspect is considered to be affiliated with a gang, check this box.

Click “**Save**” when the information on the front of the arrest card is complete.

Click “**Delete**” to delete the **ENTIRE** arrest card, front and back.

## *Adult Arrest Card (Back) Screen*




The Adult Arrest Card screen contains all information relating to an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.

**Booked At**
Name of the agency, including its location, where suspect was booked.

**Agency**
Booking officer's agency affiliation.

**Booked By**
Officer/agent booking the suspect.

**Rank**
Booking officer's rank.

**Badge #**
Booking officer's badge or star number.

**Type of Arrest**
Check box for Warrant or On View

**Charges Filed**
Enter the formal charges being filed.

**# of Charges**
Numeric value representing how many charges are filed for this arrest.

**Person Authorizing the Filing of Charges box**
Enter this person's Name, Rank/Title and Agency.

**Amount of Bond**
Dollar amount of bond paid.

**Where Held?**
Holding facility where the suspect was held.

**Released on Bond?**
Check box if suspect was released on bond.

**Preliminary Court Date**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**Time**
Select time using the up-down buttons or type in the time manually.

**Name of ASA**
Name of Assistant State's Attorney.

**D/A**
Name of District Attorney.

**P/D**
Check box if a Public Defender is assigned to the case.

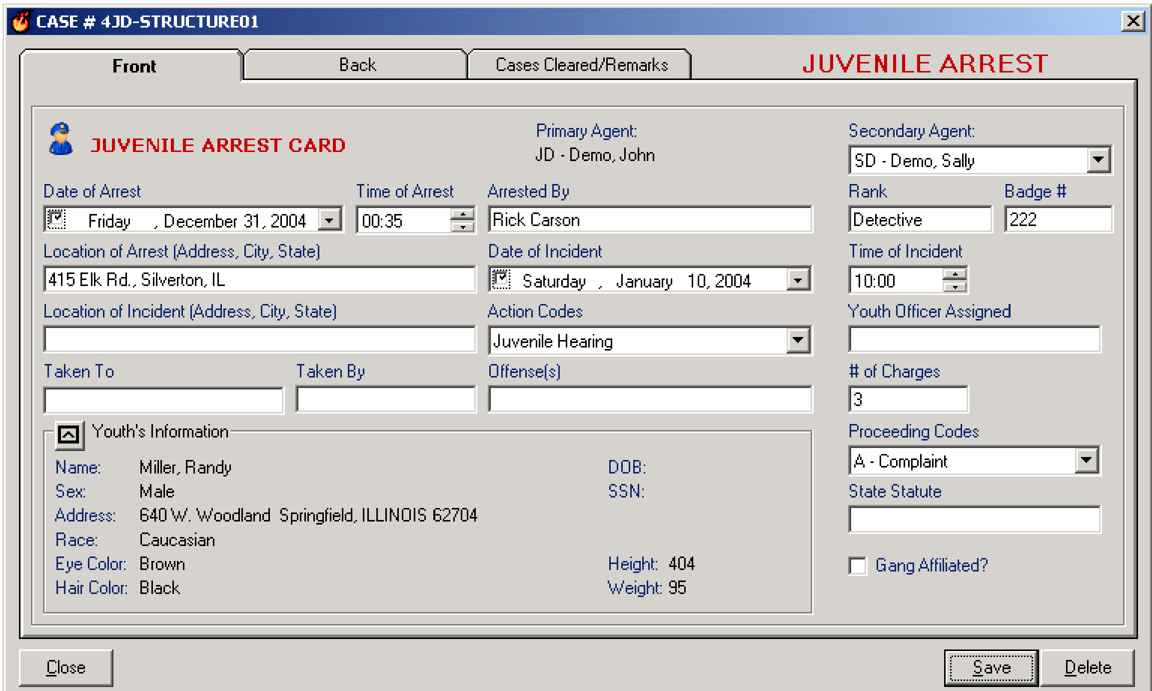
**Final Disposition**
Final disposition/outcome of arrest.

**Disposition Date**
Select from the calendar date-picker or type in date manually using arrow buttons.

Click "**Save**" when the information on the back of the arrest card is complete.

Click "**Delete**" to delete the **ENTIRE** arrest card, front and back.

## *Juvenile Arrest Card (Front) Screen*




The Juvenile Arrest Card screen contains all information relating to an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.

**Primary Agent**
This field contains the Division of Arson Investigation agent that is assigned to this case. This field is filled in automatically by FireFiles based on which user originally creates this case, unless the system administrator reassigns an existing case to another user.

**Secondary Agent**
Select from the dropdown of other system users.

**Date of Arrest**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**Time of Arrest**
Use the up and down buttons to adjust time, or type in the time manually.

**Arrested By**
Officer/agent making the arrest.

**Rank**
Arresting officer’s rank.

**Badge #**
Arresting officer's badge or star number.

**Location of Arrest**
Include address, city, state and/or zip of physical arrest location.

**Date of Incident**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**Time of Incident**
Use the up and down buttons to adjust time, or type in the time manually.

**Location of Incident**
Enter the location (address, city, state) of the incident that led to the arrest.

**Action Codes**
Select from the dropdown *(this dropdown can be maintained by your system administrator).* Action codes will vary from state to state, but generically these are the stages of a criminal proceeding from preliminary investigation to final disposition (ex. Acquitted).

**Youth Officer Assigned**
The youth officer assigned to the suspect.

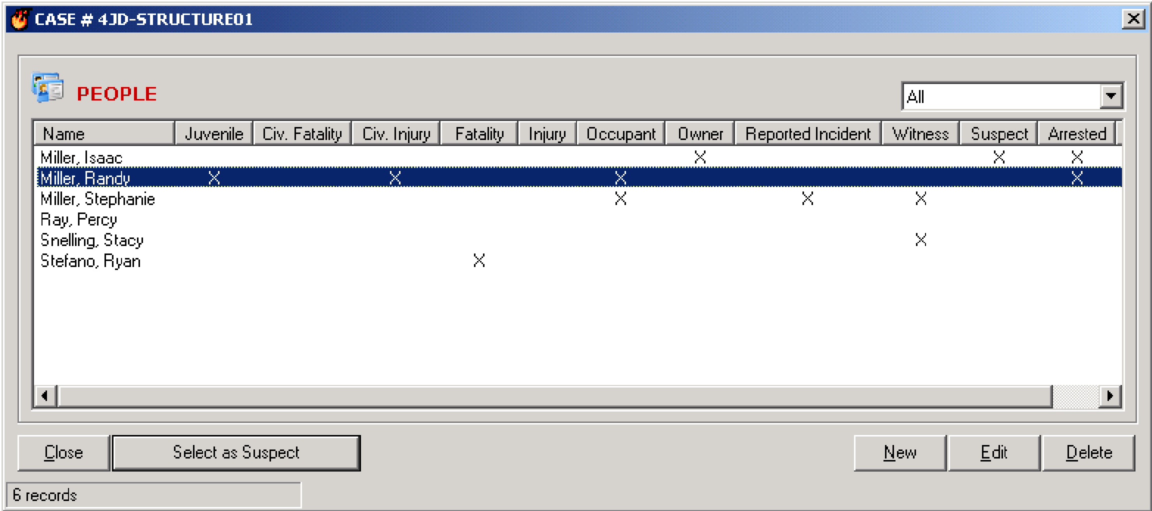
**Taken To**
Juvenile holding facility or other facility type the suspect was taken to.

**Taken By**
Individual who took the suspect to the holding facility.

**Offense/s**
Offense(s) the suspect is being charged with.

**# of Charges**
Numeric value representing how many charges are filed for this arrest.

**Youth's Information box**
All information in this box is automatically filled in by FireFiles once you have selected a suspect. Select a suspect by clicking the "Suspect" button. This will take you to the People Screen.




If the suspect's person record already exists, highlight the suspect and click the "Select as Suspect" button. If the suspect's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen.

*More information on the "People Screen" and the "Person Record Screen" is found in those portions of the user manual.*

**Proceeding Codes**
Select from the dropdown of proceeding codes. *(this dropdown can be maintained by your system administrator).* Proceeding codes will vary from state to state, but generically these are the means by which the charges were filed against the individual arrested (ex. Investigator testimony).

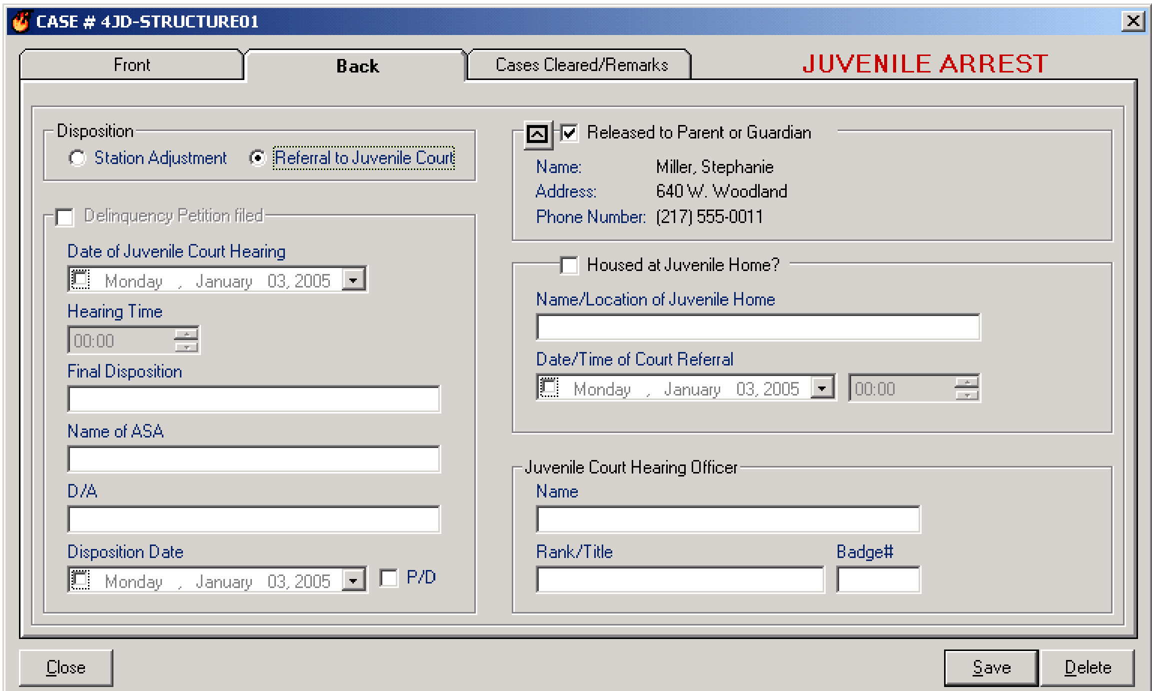
**State Statute**
Statutory code violated or allegedly violated (ex. 735ILCS5-1001-19).

**Gang Affiliated?**
If the suspect is considered to be affiliated with a gang, check this box.

Click "**Save**" when the information on the front of the arrest card is complete.

Click "**Delete**" to delete the **ENTIRE** arrest card, front and back.

## *Juvenile Arrest Card (Back) Screen*




The Juvenile Arrest Card screen contains all information relating to an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.

**Disposition**
Check box "**Station Adjustment**" if juvenile was sent home without further action as decided by the police station or "**Referred to Juvenile Court**" if juvenile was referred to court for further action.

**<u>Delinquency Petition Filed? box</u>**
Check this box if yes. This will enable all relevant delinquency petition fields as seen above. The descriptions of these fields follow.

**Date of Juvenile Court Hearing**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**Hearing Time**
Use the up and down buttons to adjust time, or type in the time manually.

**Final Disposition**
Final disposition/outcome of arrest.

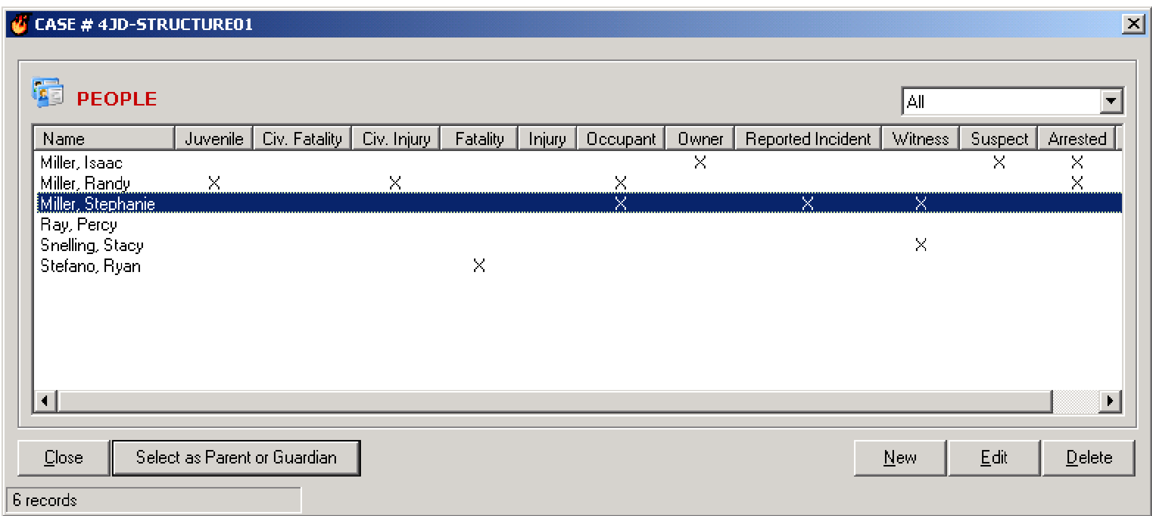
**Name of ASA**
Name of Assistant State's Attorney.

**D/A**
Name of District Attorney.

**Disposition Date**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**P/D**
Check box if a Public Defender is assigned to the case.

**<u>Released to Parent or Guardian box</u>**
Check this box if the juvenile was released to the custody of parent or guardian. All information in this box is automatically filled in by FireFiles once you have selected a Parent or Guardian. Select this person by clicking the "search" button. This will take you to the People Screen.




If this parent/guardian's person record already exists, highlight the parent/guardian and click the "Select as Parent or Guardian" button. If the parent/guardian's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen.

*More information on the "People Screen" and the "Person Record Screen" is found in those portions of the user manual.*

**<u>Housed at Juvenile Home? box</u>**
Check this box if yes. This will enable all relevant juvenile home fields. The descriptions of these fields follow.

**Name/Location of Juvenile Home**
Name, address, city and state of home.

**Date of Court Referral**
Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

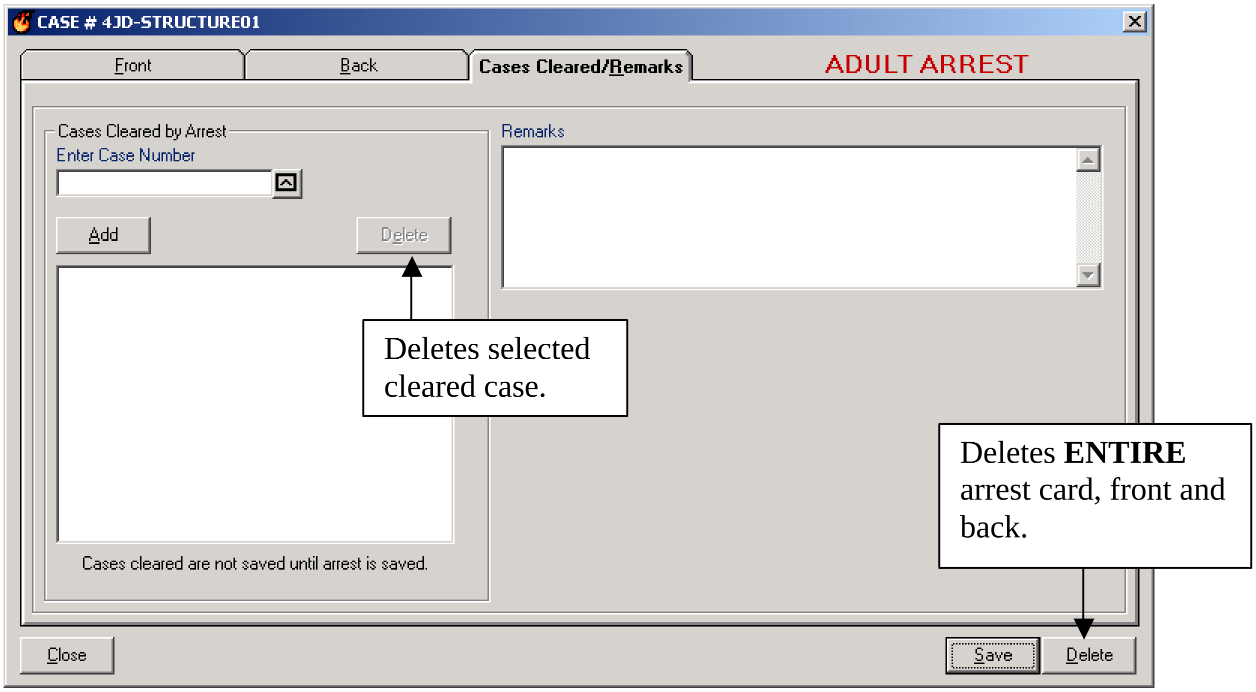
**Time of Court Referral**
Use the up and down buttons to adjust time, or type in the time manually.

**<u>Juvenile Court Hearing Officer box</u>**
Enter the Name, Rank/Title and Badge # of this officer.

Click “**Save**” when the information on the back of the arrest card is complete.

Click “**Delete**” to delete the **ENTIRE** arrest card, front and back.

## *Cases Cleared/Remarks (Arrests) Screen*




When an arrest clears or closes one or more cases besides the current case, this is the screen that will accomplish that task. *The procedures for clearing cases are the same for both adult and juvenile arrests.*

To **clear a case**, either (1) enter the case # of the case to be cleared in the "Enter Case Number" field, or (2) click the case search button to select a case from the Case Search screen. After you have selected the case you wish to clear, click "Add".

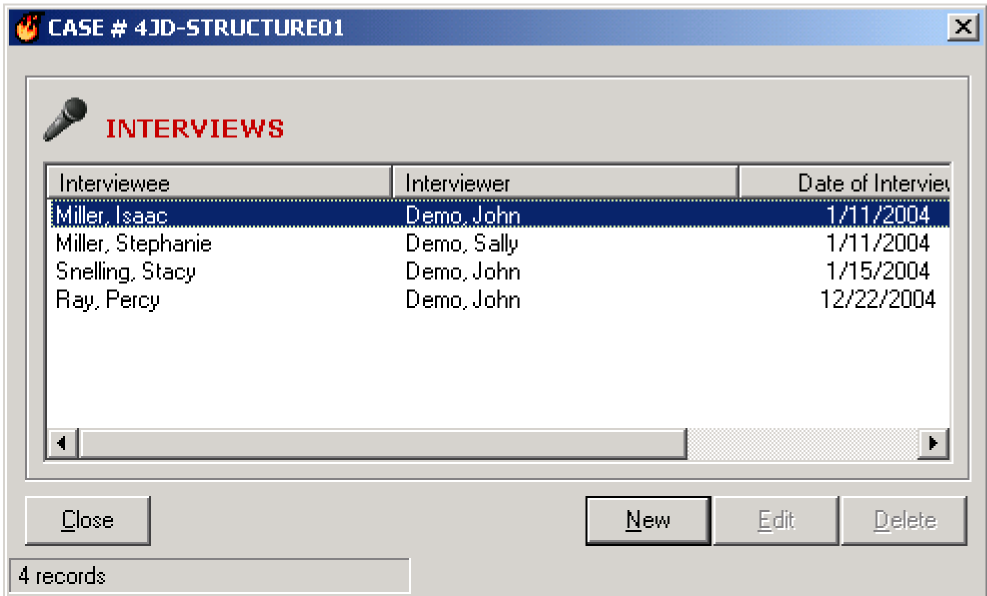
To **enter remarks** of any type for cleared cases, enter your remarks in the "Remarks" field. Then click "Save" at the bottom to save your remarks.

Cases cleared are not saved until the arrest is saved!

**PLEASE NOTE:**
**<u>Clearing Multiple Cases with an Arrest:</u>**
- Does not create a Person record in those other cases that are being cleared.
**Reason**: Potential for duplicate Person records in one case.
- Does not create an Arrest record in those other cases that are being cleared.
**Reason**: Potential for duplicate Arrest records in one case and no Person record to insert as Suspect.
**Recommendation**:

When an Arrest clears other cases, you should do the following:
1) Create new Person record in cleared cases (unless already exists)
2) Create new Arrest record in cleared cases
3) In Case Action screen, Close cleared cases

## *Interviews Screen*



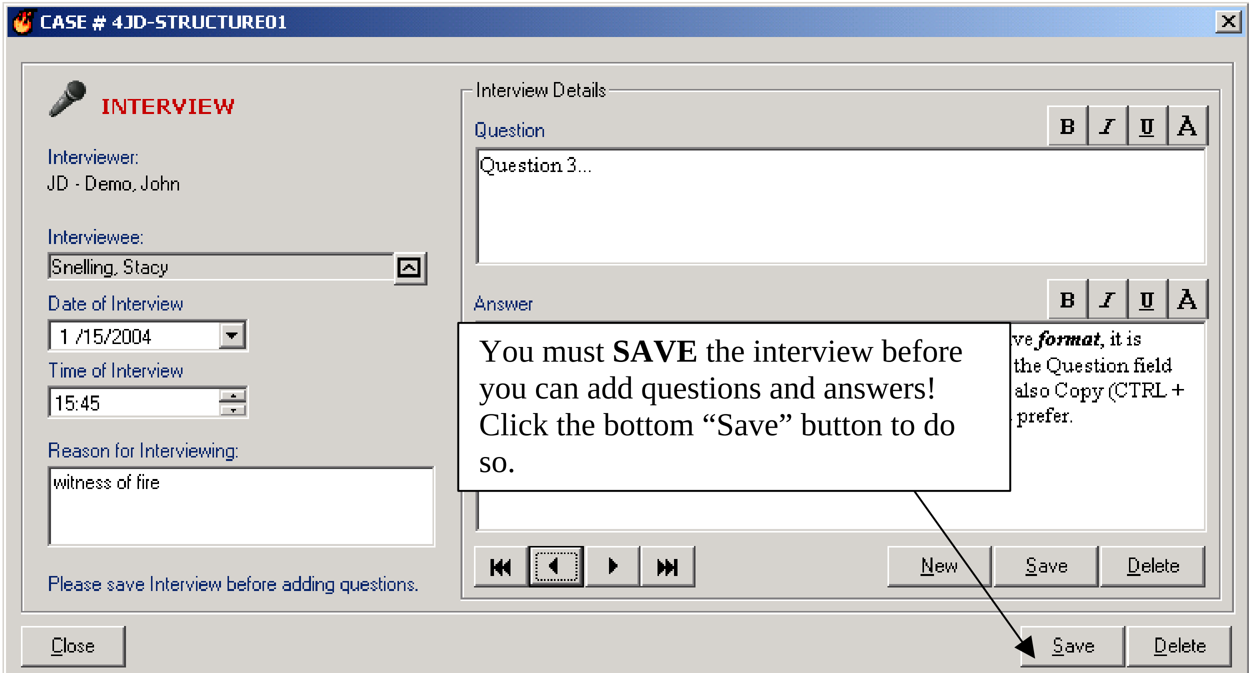

The Interviews screen is a collection of interviews that have been conducted and recorded in relation to the current case.

To **create a new interview**, click “New”.

To **edit an existing interview**, highlight the interviewee name and click “Edit”.

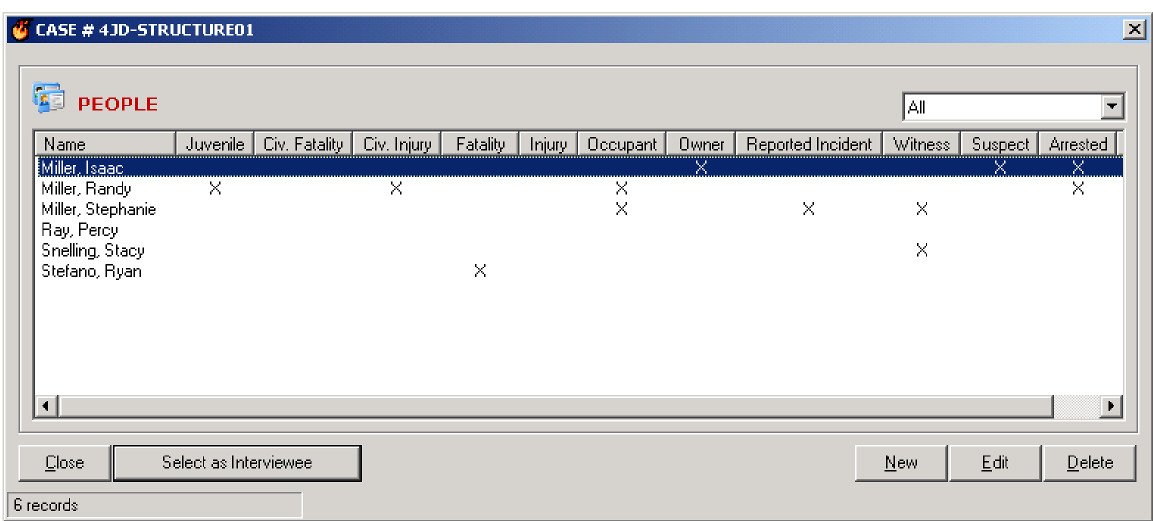
**<Page Down> for directions on conducting an interview.**

## *Conducting an Interview*




**Interviewer**
This field is automatically filled out by FireFiles based on the investigator creating the interview. Security allows any investigator in your system to complete an interview for a case; however, the investigator conducting an interview is always marked as Interviewer to track responsibility.

**Interviewee**
Click the "search" button to select a person from the People Screen.



If this interviewee's person record already exists, highlight the interviewee and click the "Select as Interviewee" button. If the interviewee's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen.

*More information on the "People Screen" and the "Person Record Screen" is found in those portions of the user manual.*

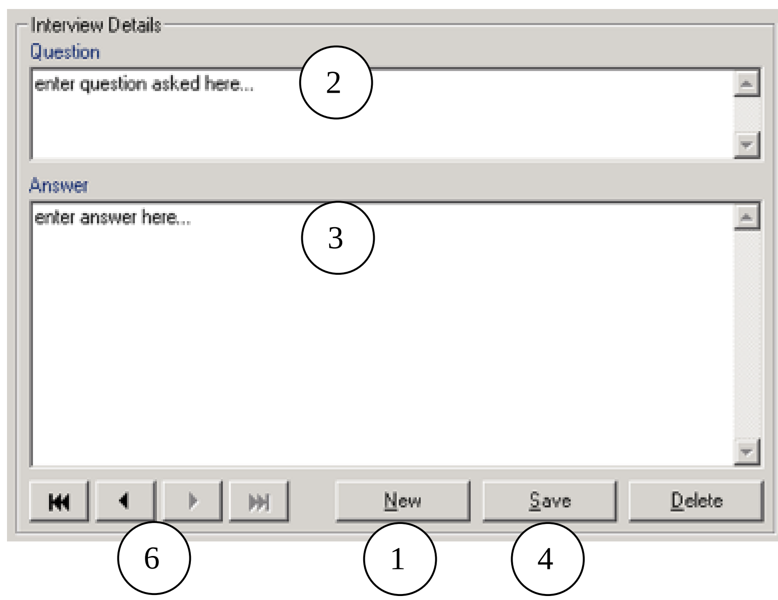
**Date of Interview**
Select from the calendar date-picker or type in date manually using arrow buttons.

**Time of Interview**
Use the up and down buttons to adjust time, or type in the time manually.

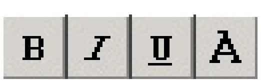
**Reason for Interviewing**
Enter a brief description of reason for interview.

*To conduct an interview, follow these 7 steps:*

1. Click "New" to enter a new question and answer.
2. Enter your Question.
3. Enter your Answer.
4. Click "Save" to keep this record.
5. Repeat 1-4 for multiple Q&A's.
6. Use the VCR buttons to navigate through multiple Q&A's.
7. Click "Delete" to delete the current question and answer displayed.

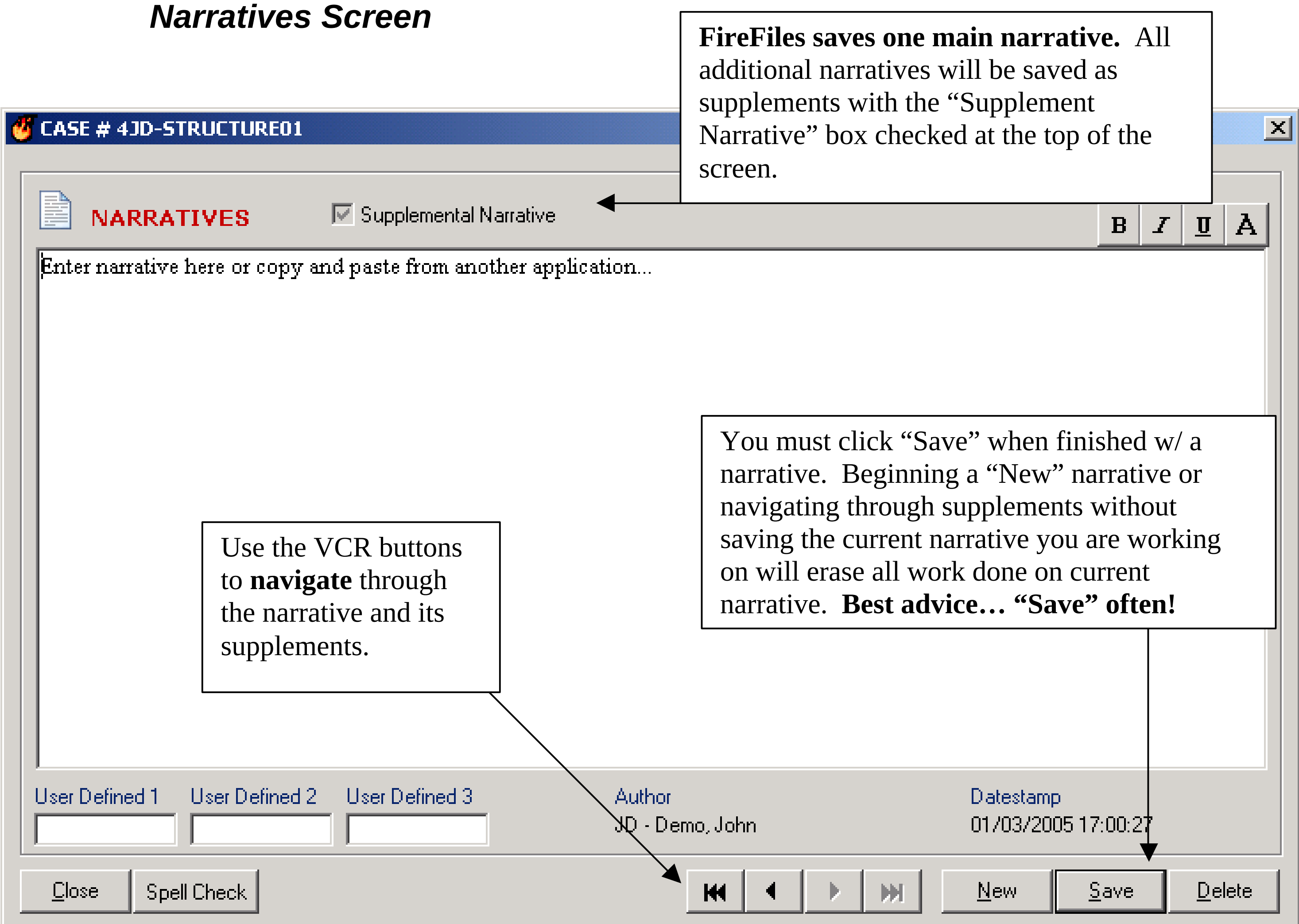



**Formatting text:**



**Bold** - *Italics* - <u>Underline</u> - Color

## *Narratives Screen*




Enter your narratives in the text box of this screen, or copy (Control + C) and paste (Control + V) from another word processing application.

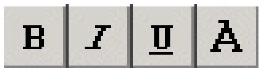
The content of a narrative can be copied and pasted into FireFiles from another application. To do so, **copy** (Control + C) the narrative from the external source and **paste** (Control + V) the narrative into FireFiles.

After entering your narrative, click the "Save" button at the bottom of the screen to **save** this narrative to the FireFiles database.

**Author**
This field is automatically filled out by FireFiles based on the investigator creating the narrative. Security allows only the lead investigator to create the main narrative. Any investigator in your system may create and enter a supplemental narrative(s) for a case; however, the investigator writing the narrative is always marked as Author to track responsibility.

**Datestamp**
Datestamp displayed for all narratives based on the time created.

**Formatting text:**

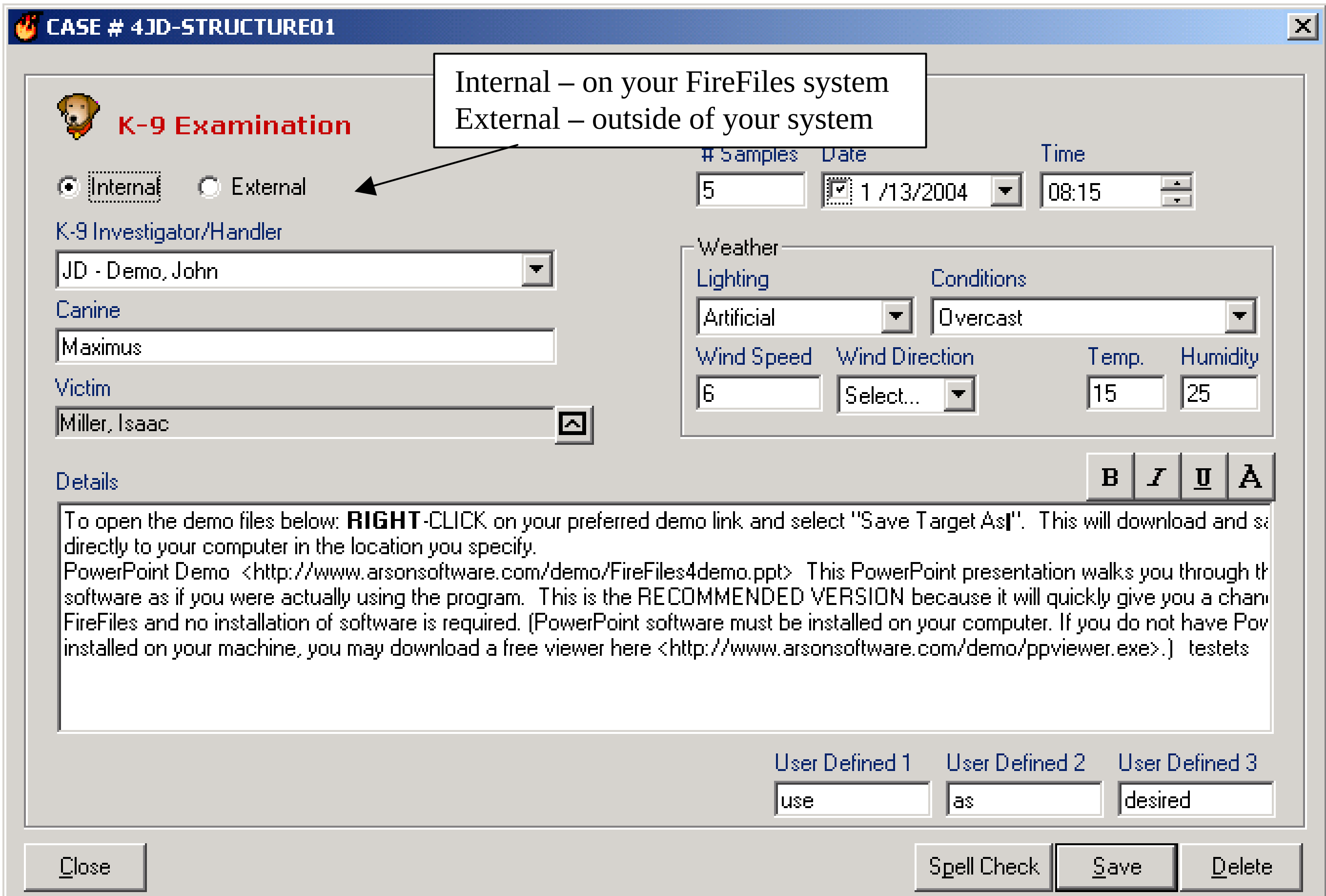

**Bold** - *Italics* - Underline - Color

Click the "**Spell Check**" button to open this function. This function requires that you have MS Office 2000 or higher installed on your workstation.

Click the "New" button to start a **new** narrative or supplement.

Click the "Delete" button to **delete** the narrative that is currently displayed.

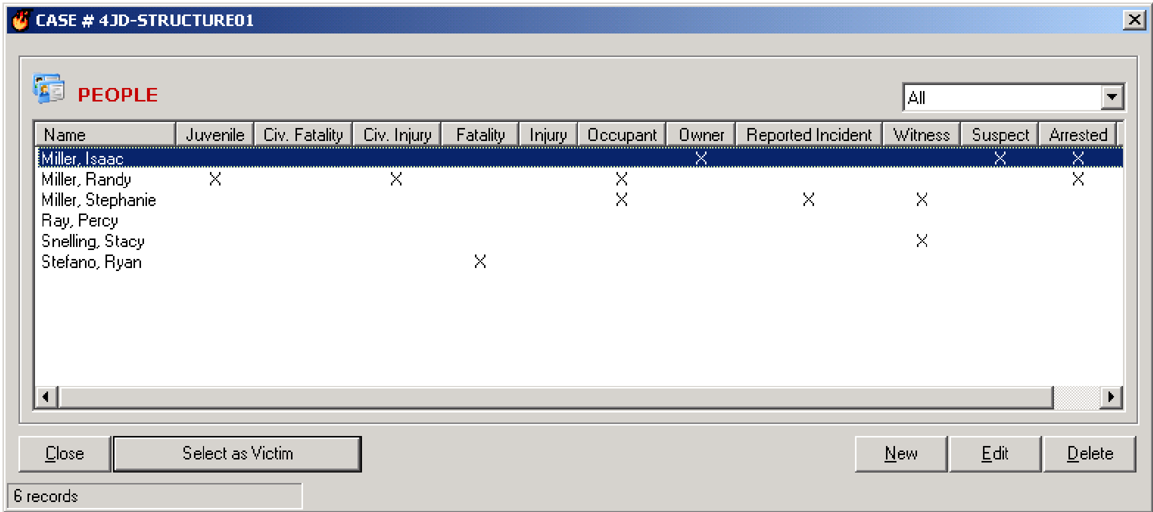
## *K-9 Examination Screen*




**K-9 Investigator/Handler**
This field is dependent upon your selection of Internal or External examination above. If Internal is selected, you will select an investigator from the dropdown list of your system users. If External is selected, you will manually enter the name of an investigator/handler outside of your system.

**Canine**
Name of the canine performing the examination. For Internal investigations, it will default to the canine assigned to the investigator by your system administrator.

**Select Victim**
Click the "search" button to select a person from the People Screen. A victim is usually the property owner for the investigation being conducted.




If this victim’s person record already exists, highlight the victim and click the “Select as Victim” button. If the victim’s person record does not exist, you will need to create a new record for that person by clicking the “New” button and progressing through the Person Record Screen.

*More information on the “People Screen” and the “Person Record Screen” is found in those portions of the user manual.*

**Number of Samples**
Enter the number of samples collected by the K-9 Investigator.

**Date**
Date of K-9 examination. Select from the calendar date-picker or type in date manually using arrow buttons. Leave blank if unknown.

**Time**
Use the up and down buttons to adjust time, or type in the time manually.

**<u>Weather box</u>**
All weather conditions should be recorded as they occurred at the time of the K-9 examination.

**Lighting**
Select from the lighting dropdown.

**Conditions**
Select from the conditions dropdown.

**Wind Speed**
Enter the wind speed.

**Wind Direction**
Select from the direction dropdown.

**Temp**.
Temperature in degrees.

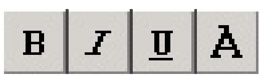
**Humidity**
Relative humidity.

**Details**
Enter the details of the K-9 examination in this text box or copy and paste information from another word processing application.

The content of details can be copied and pasted into FireFiles from another application. To do so, **copy** (Control + C) the text from the external source and **paste** (Control + V) the text into FireFiles.

Click the "**Spell Check**" button to open this function. This function requires that you have MS Office 2000 or higher installed on your workstation.

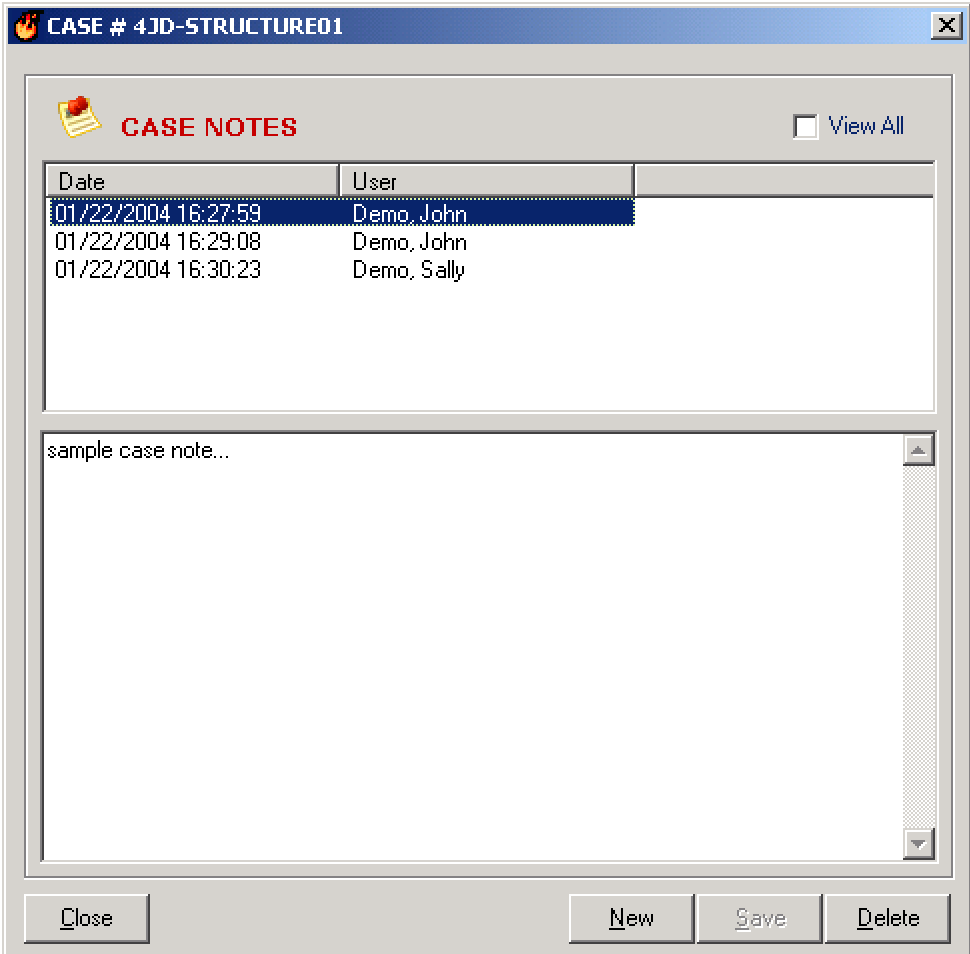
**Formatting text:**


**Bold** - *Italics* - <u>Underline</u> - Color

After entering data in all required fields in the K-9 Examination screen, click the "**Save**" button at the bottom of the screen to **save** your data to the FireFiles database.

Click the "**Delete**" button to **delete** the ENTIRE K-9 examination.

## *Case Notes Screen*




This screen is used to enter and store informal case notes. You can either create new case notes or view existing case notes.

To **create a new case note**, click the "New" button and then begin entering notes in the text box.

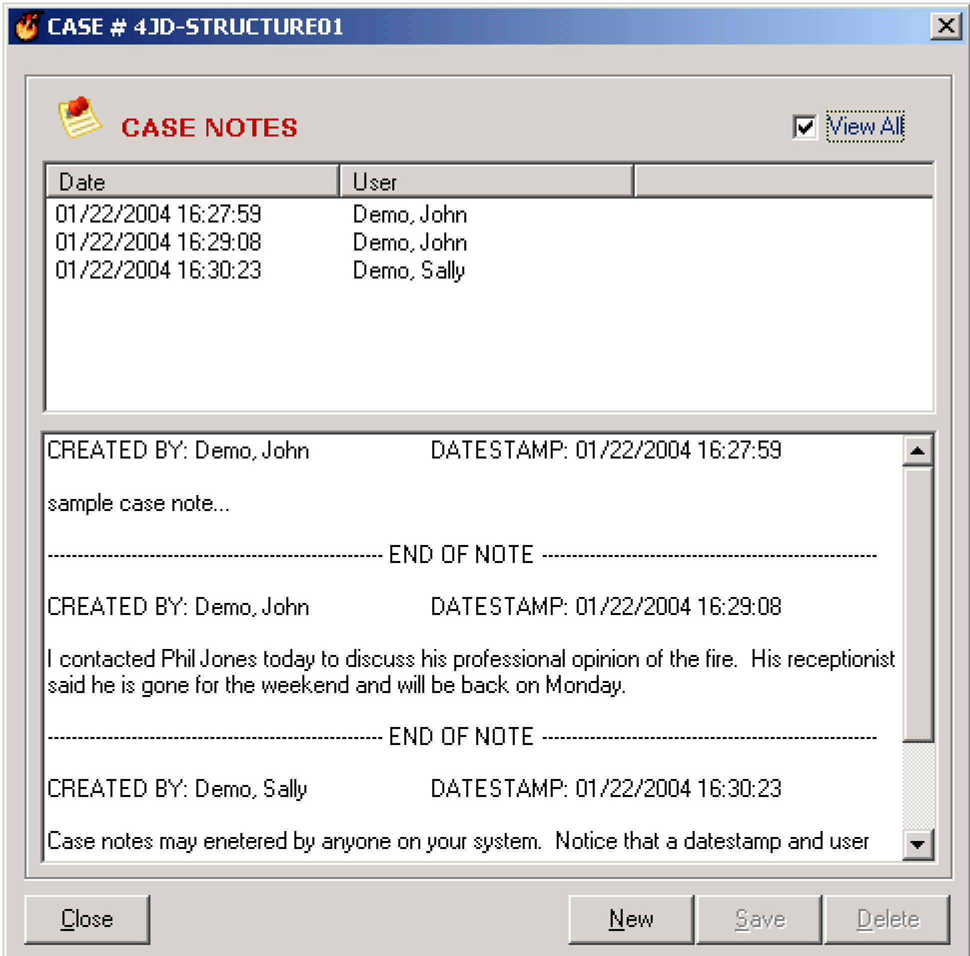
After entering a note, click the "Save" button to **save** a note to the FireFiles database. Upon saving a note, a new record will appear in the Date/User box.

To **delete** a case note, highlight a note in the Date/User box and click the "Delete" button.

To **view** existing case notes you have 2 options:

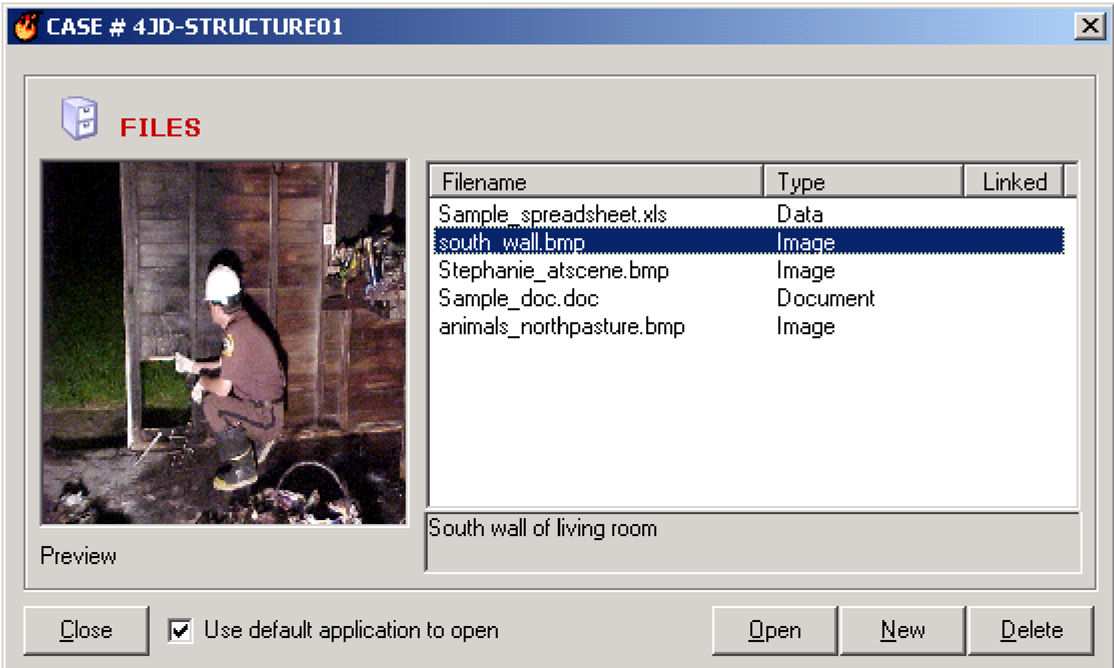
1. Highlight the note you wish to view in the Date/User box. The contents of the note will be displayed in the text box.

2. Check the "View All" box. All notes for the current case will be displayed and separated in the text box as seen here:




The content of the Case Notes screen cannot be printed directly from FireFiles. To print Case Notes, you must copy and paste from FireFiles to another application. To do so, **copy** (Control + C) the notes from FireFiles and **paste** (Control + V) the notes into the external source. You may then print from the external application (ie. Word, notepad, etc.)

## *Files Screen*



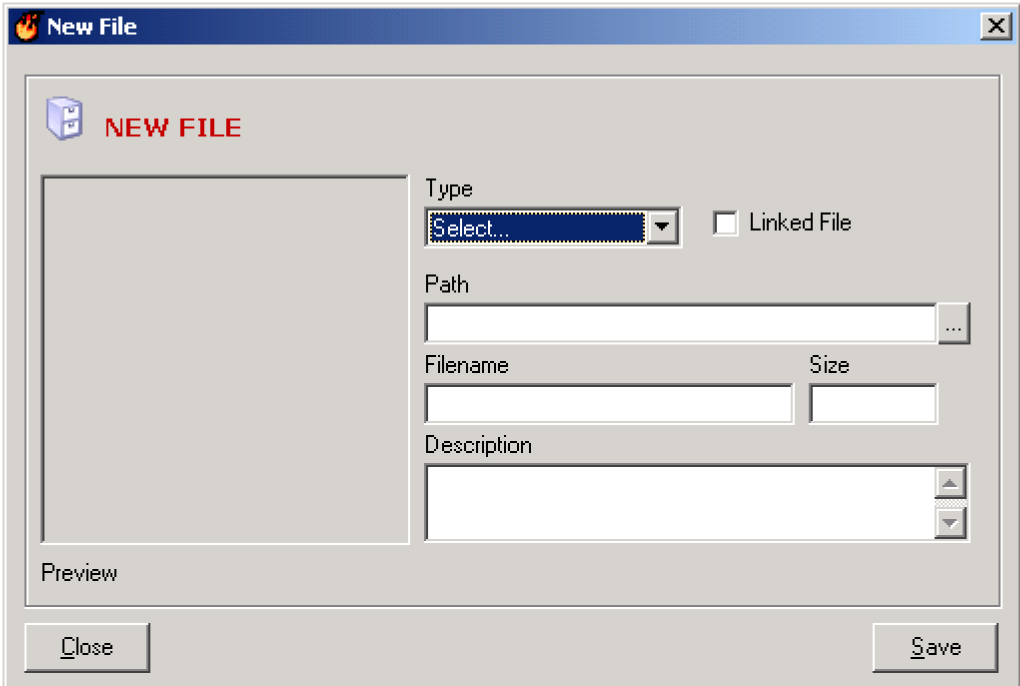

This section allows any external file to be attached to a case. Files can be viewed, edited, printed, etc. from within FireFiles or using default applications.
Examples of files include:

- Data files and spreadsheets
- Word processing documents
- Images
- Video & Audio files

The FireFiles database will save these files, including a brief description of the file and a preview (for image files only) for easier viewing.

To **open** an existing, saved file, highlight the filename and the click “Open”, or double-click the filename. Image files can be opened directly by FireFiles (uncheck “Use default application to open”). All other file types will automatically open with your workstation’s default application for that file type.

To **attach a new file** and store it in your FireFiles database, click “New” and the following screen will appear:




**Type**
Select file type from the dropdown.

**Linked File**
Select this option if you only wish to save the path of the file attachment to your database. This will help to minimize the size of your FireFiles database.

**Path**
First, find the file on your local hard drive or network by clicking the "search" button to the right of the Path field. This will bring up a browse window for you to select the file you wish to attach.

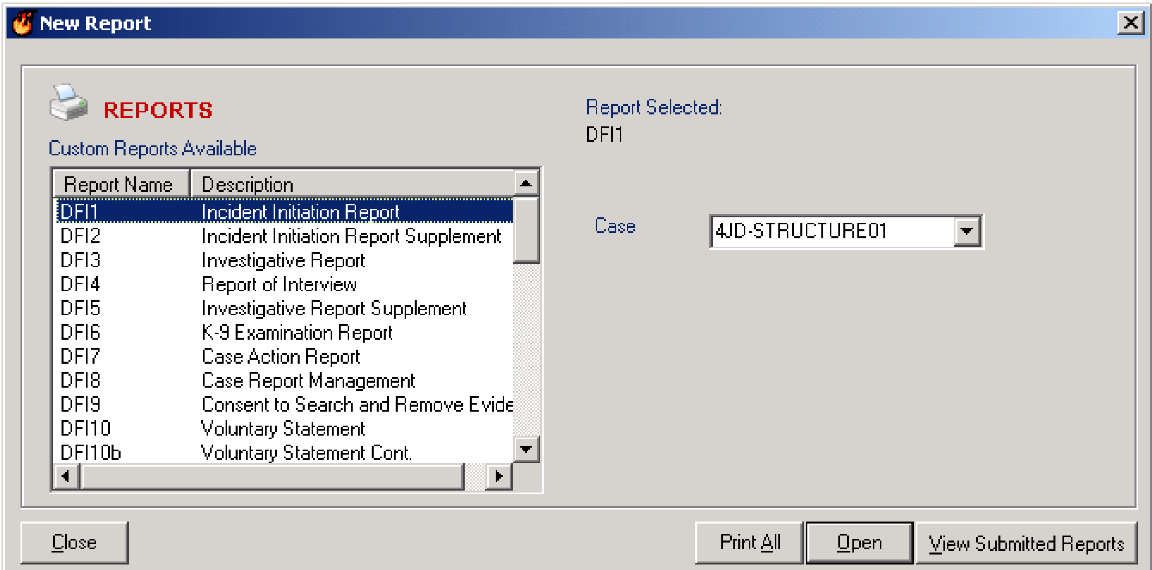
**Filename / Size**
Will be automatically entered after file is selected.

**Description**
Enter a description of the file you are attaching. This will help you and others on your system browse through descriptions of attached files without having to open them.

**PLEASE NOTE:** FireFiles limits uploaded files to a size of 100MB. Files larger than this cannot be saved. For audio/video segments larger than 100MB, it is recommended that those files are broken into smaller segments before stored in FireFiles.

*****Hot sync users*****
Please use this section with discretion as transfer of large files may affect system performance and the length of the sync process for all users. See your system administrator for more information.

## *Reports Screen (Report Console)*




The New Report screen is where you will generate new reports for your case for printing, viewing and submitting to approval users (if applicable).

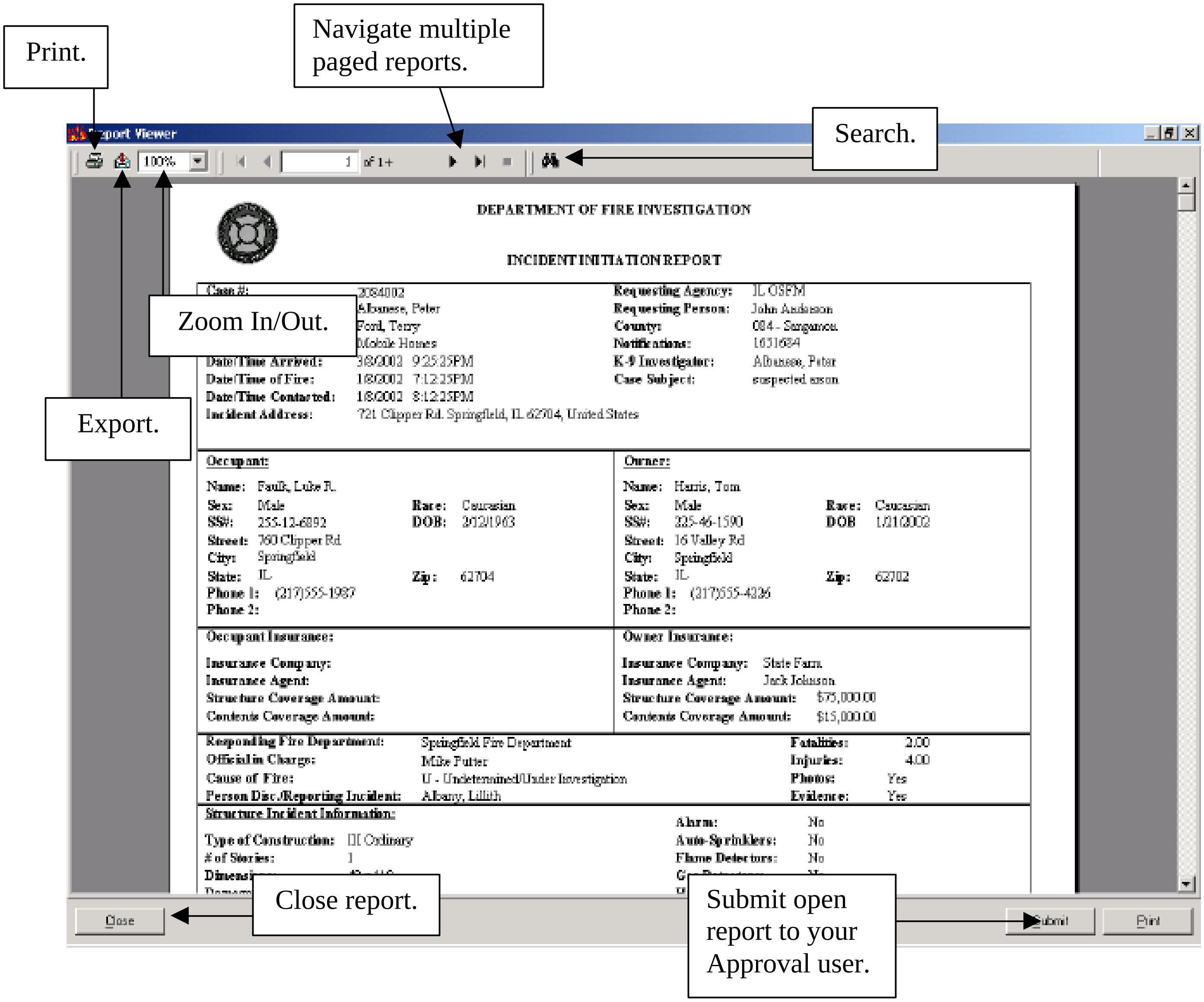
Your first option from the New Report screen is to **open a new report**. To do so, select the report you want to generate from the report box on the left side of the screen. If a case is currently open, the dropdown will default to the open case. After your case is selected, click the "Open" button at the bottom of the screen to generate the report.

You also have the option of **printing all reports for a case at once** by clicking the "Print All" button. This will only print out case-specific reports (DFI 1-7, AAC, JAC, DFI 27-31, DFI 41).

*For more detailed report descriptions, please refer to the Report Descriptions portion of the user manual.*

*For more detailed options on dealing with an open report, please refer to the Report Viewer screen section of the user manual.*

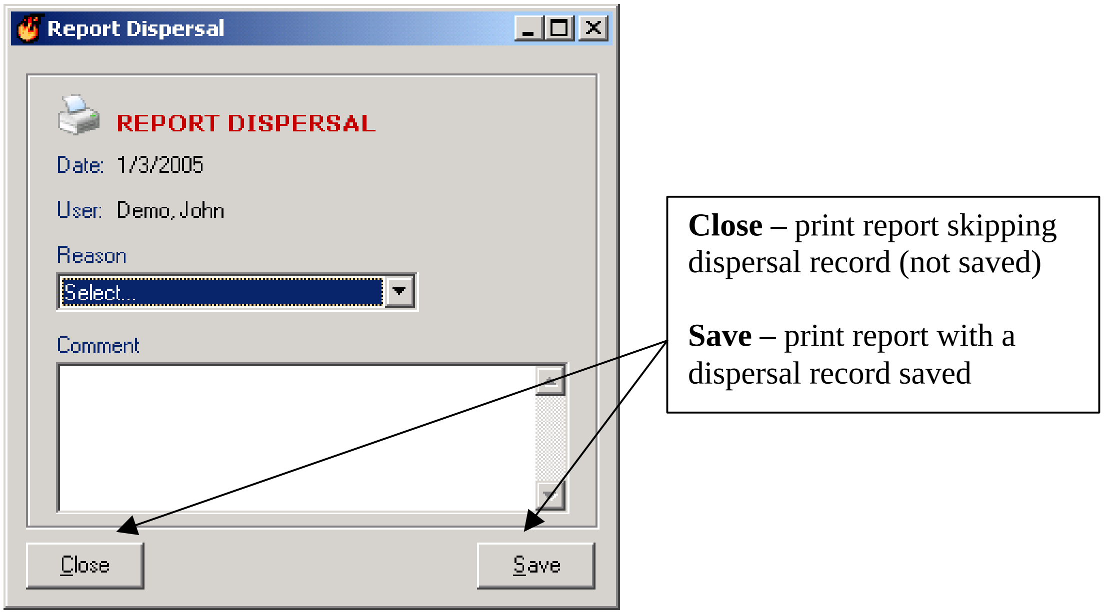
## *Report Viewer Screen*




Once you have generated a report as seen here, you can either print your report or submit your report to your approval user.

To **submit** your report to your approval user, click the “Submit” button at the bottom of the screen.  Your system administrator controls to whom your reports are sent for approval.  In addition, some reports only possess print capabilities, with no option for submitting to your approval user.

To **print**, click the “Print” button at the bottom of the screen.  You will then be prompted to enter information for report dispersal tracking as seen here:

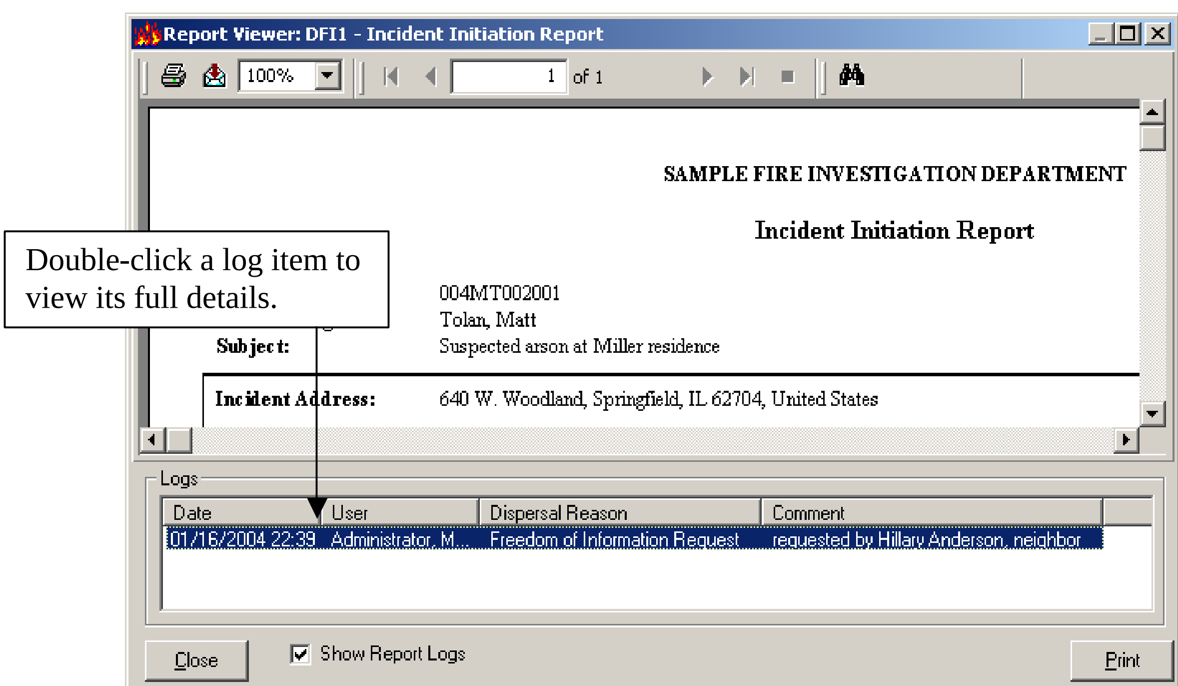



**Date / User**
Will be entered automatically based on print date and the user requesting the print job.

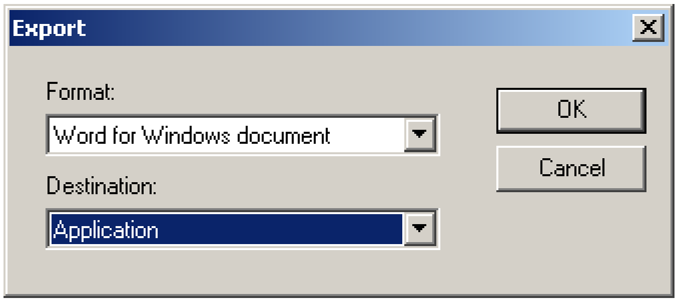
**Reason**
Select from the dropdown.

**Comment**
Enter any comments for the print job.

To **view report dispersals for a report**, select "Show report logs" at the bottom left of the Report Viewer. Logs will then be listed as shown here:



To **export** a report to an external application, click the “Export” button on the top left of the Report Viewer screen. The following window will then pop-up:




**Format**
Select the desired format from the dropdown list. The format options available are determined based upon your workstations installed applications and default settings.

**Destination**
Select destination of the file export.
- Select “Application” if you wish to view the exported report in the external program. You may then edit, print and save the report as you desire. Changes made to an exported report are NOT saved in FireFiles.
- Select “Disk File” to save the exported report directly to your local or network drive without viewing the exported report.

## *Report Approval Process*

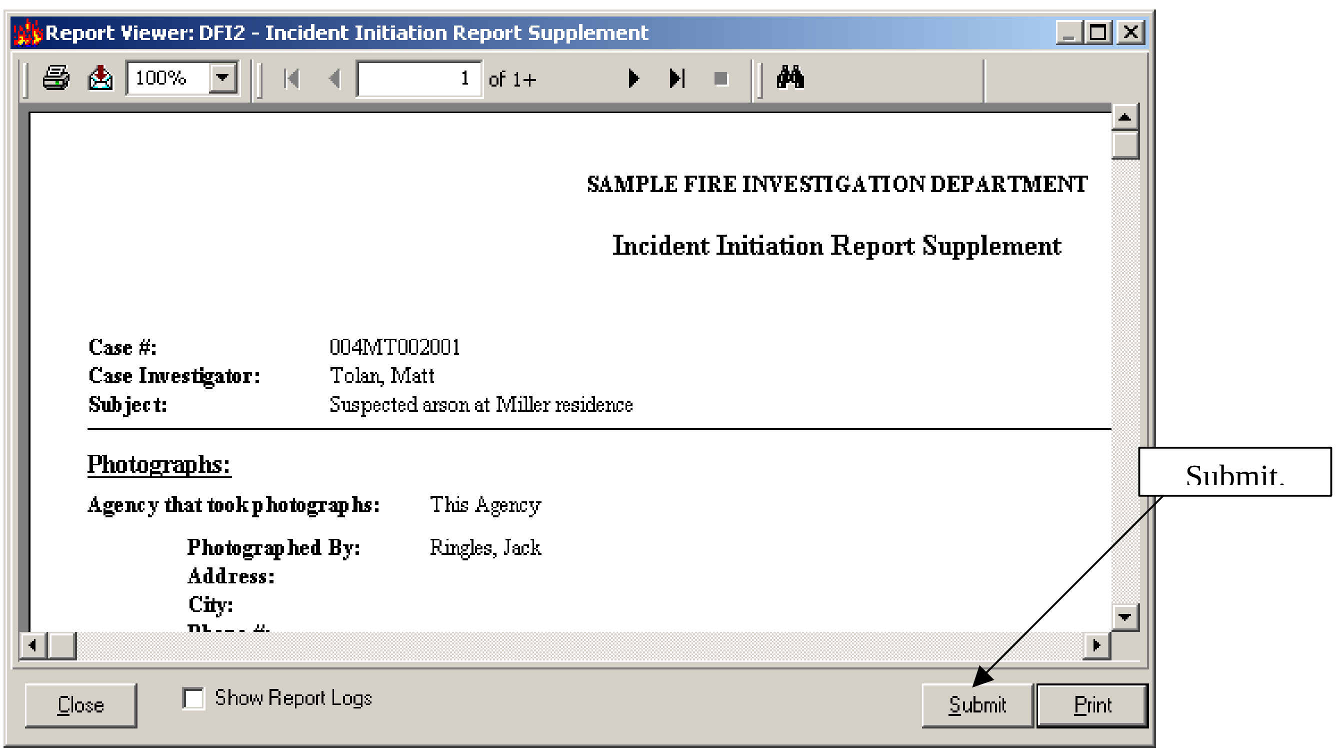
The purpose of this section of the user manual is to describe the FireFiles Report Approval Process. In short, Investigators are able to not only generate and print reports as described in the New Reports section of the user manual, but they also have the ability to submit their reports to an Approval User. This Approval User will then either approve the report as-is or will return the report with comments on changes that are required for approval.

There are 2 users that may submit reports for approval for any given case:

1) The lead investigator assigned to the case
2) The K-9 Handler assigned to the case (if an Internal examination)

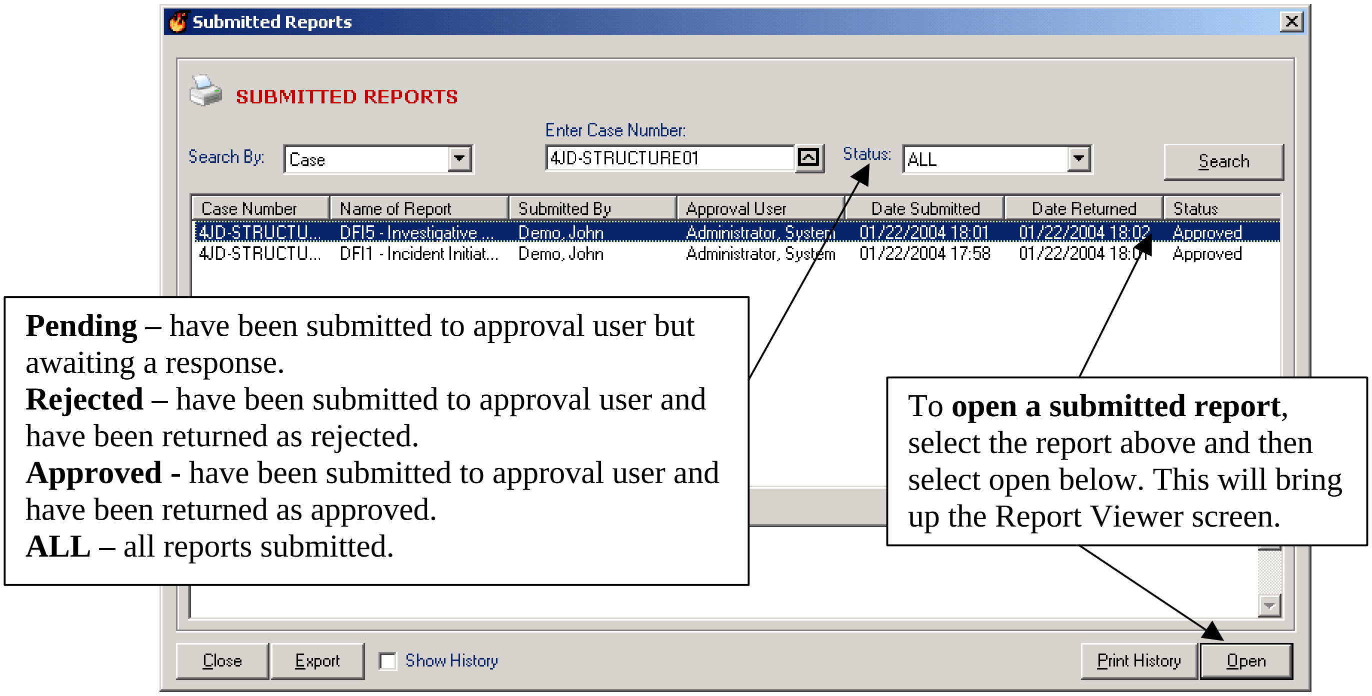
The System Administrator assigns an Investigator's Approval User. This Approval User will receive all reports submitted for approval by the Investigator(s) and then will either approve the report as-is or will return the report with comments on changes that are required for approval.

To **begin the report approval process**, an investigator will open a report in the main Reports section of FireFiles and click "Submit" as seen here:

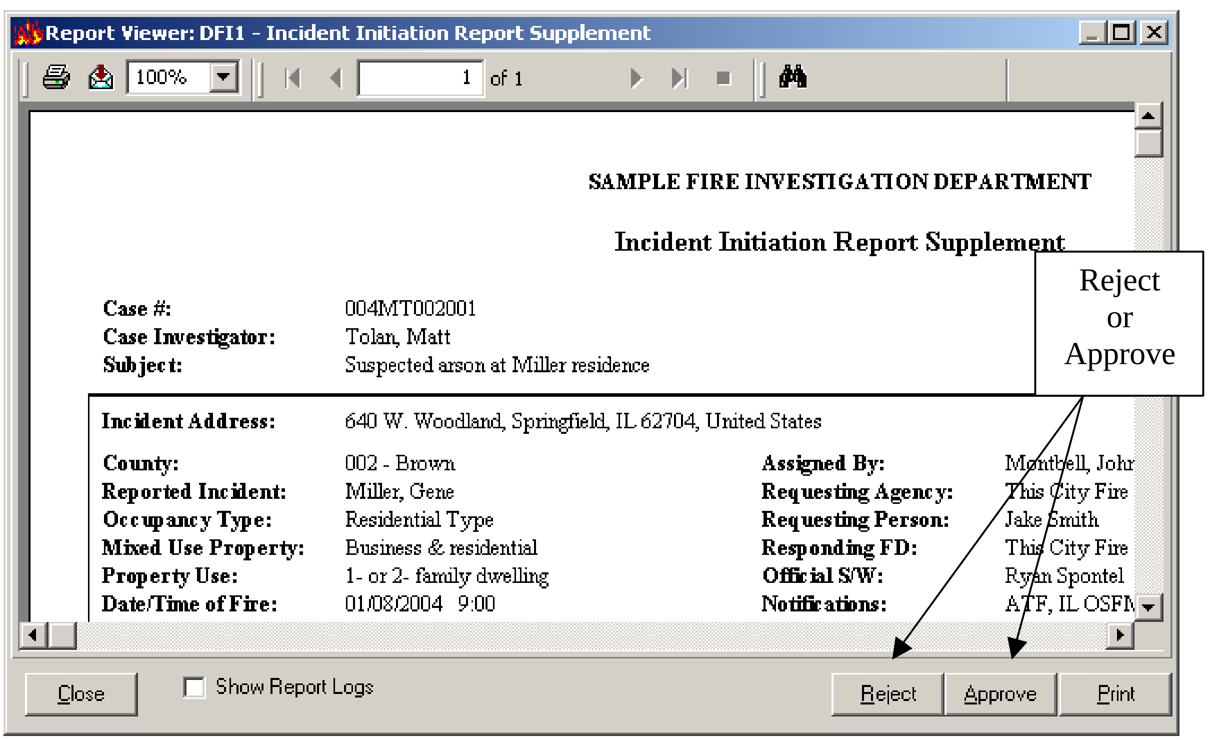



*This must be done for each report that the investigator wishes to submit for approval.*

When you login to FireFiles, you may check reports that were submitted for approval by going to the top system menu >> REPORTING >> SUBMITTED REPORTS (investigator) or REQUESTS FOR APPROVAL (approval user) as seen here:

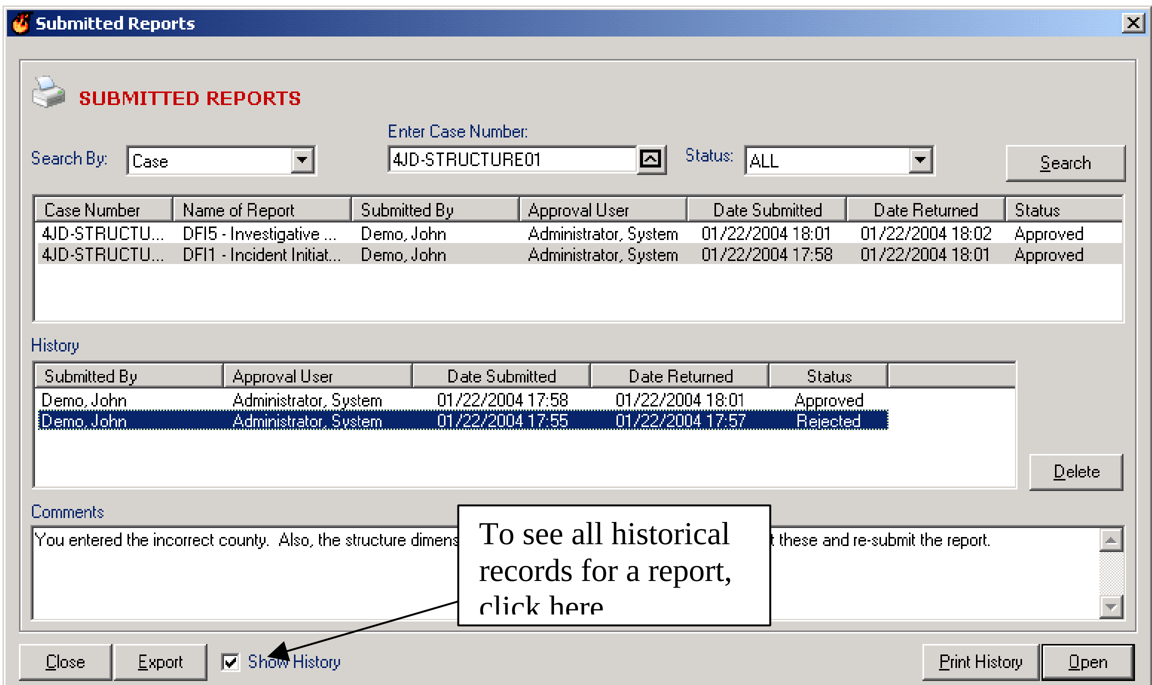



To **review a submitted report** once opened (as below), the Approval User may either Approve the report as-is or Reject the report and add rejection comments when prompted.



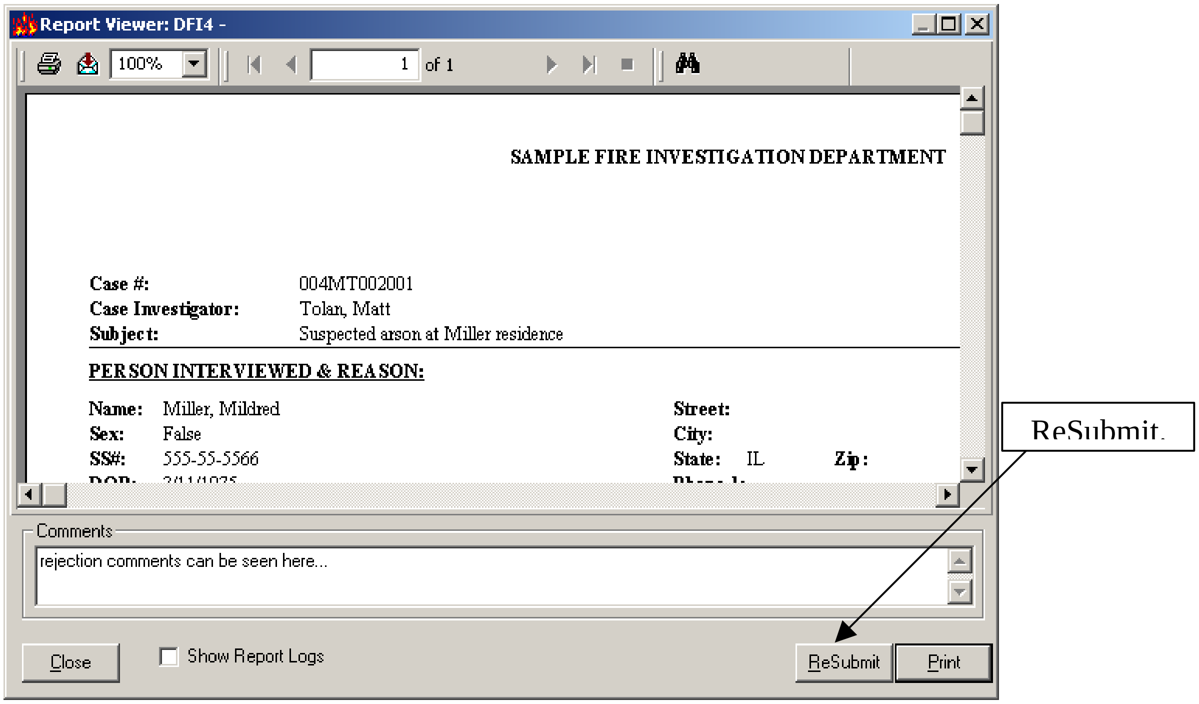
If **Approved**, a time and datestamp will be displayed in the "Date Returned" tab with a status of Approved. Upon approval, a **digital signature** for both the investigator and approval user as well as a datestamp for date submitted and approved will be displayed on the bottom of the last page of a report. Digital signatures are optional. See your system administrator for more information.

If **Rejected**, a time and datestamp will be displayed in the "Date Returned" tab with a status of Rejected as shown below. When rejected reports are selected and the "Show History" checkbox is selected (bottom left), the investigator will be able to view comments from their approval user as to why the report was rejected as seen here:




When a history item is selected as seen above, you may **print all historical records** of this report including rejection comments by clicking "Print History". Further, if necessary, you may **delete a report history** by clicking "Delete" to the right of the history section.

To **make changes to a rejected report**, the investigator should return to the portion of the FireFiles case that needs editing and make the necessary changes to move toward approval (*see Report Descriptions section to see where information can be edited in FireFiles*). After these changes are made, you open the report (from either the Submitted Reports screen or the main Reports screen) and resubmit the report by clicking the "ReSubmit" button at the bottom of the Report Viewer screen as seen here:




This process will continue until the approval user is satisfied with the report and returns the report as Approved.

## *Report Descriptions*

FireFiles automatically fills out DFI reports based on data that is entered in the various screens and stored in the system database. This portion of the user manual serves to identify where this information comes from precisely to make your reports easier to edit and understand during the course of your casework. ***For your information, DFI is meant to generically stand for "Department/Division of Fire Investigation".***

**DFI 1 Incident Initiation Report**
Case: General
Case: Details
Structure: General
Structure: Details
Vehicle Information
People (Fatalities only)
K-9 Examination (K-9 Handler only)

**DFI2 Incident Initiation Report Supplement**
Evidence: Photos
Evidence: Physical
Evidence: Sketch/Misc
People (Photographer only)
Interviews - DFI4 is the formal interview report.

**DFI3 Investigative Report**
This report is generated from the Narratives screen. This only includes the main narrative of the case. Supplements are found in DFI5.

**DFI4 Report of Interview**
This is the formal interview report. Information contained herein comes from a combination of the People screen and the Interviews screen.

**DFI5 Investigative Report Supplement**
This report is generated from the Narratives screen. This only includes the supplemental narratives of the case. The main narrative is found in DFI3.

**DFI6 K-9 Examination Report**
K-9 Examination
Case: General
Case: Details
People (Victim only)

**DAI7 Case Action Report**
**Adjudication** info comes from a combination of the Arrest cards and People screen.
**Status Change** comes from the Case Action screen.

**AAC Adult Arrest Card**
All information contained herein comes from the Adult Arrest Card screens (front and back).

**JAC Juvenile Arrest Card**
All information contained herein comes from the Juvenile Arrest Card screens (front and back).

**DFI's 8-23**
These reports are read-only and can be printed and filled out by system users by hand to make your reports more standardized and consistent. No content on DFI 8-23 is generated by FireFiles. Not all reports will be applicable for all agencies.

**DFI 26 Case Summary Report**
This report compiles a group of cases in your system by a date range you specify. Results display case #, investigator, date of fire, address, fire cause and case status for all cases with a date of fire within your specified range.

**DFI 27 Wildland Fire Report**
All information contained herein comes from the Wildland Fire Information screen.

**DFI 29 Insurance Report**
Insurance: General
Insurance: Details

**DFI 30 Adult Report**
All adult people from the People screens.

**DFI 31 Juvenile Report**
All juvenile people from the People screens.

**DFI 32 Summary by Property Use**
Total investigations broken down by Property Use for a specified date range. Also included total injuries and fatalities for date range.

**DFI 33 Summary by Investigator**
Totals by Fire Cause, total investigations, total arrests. Broken down by month for a specified year for each investigator on your system.

**DFI 34 Investigator Activity Report**
Summary of an investigator's activities and total trip mileage for a specified date range.

**DFI 35 Investigator Activity Report by Type**
Summary of an investigator's activities broken down by Activity Type for a specified date range.

**DFI 36 Loss Summary Report**
Total of property and contents loss by date range. Sorted based upon Fire Cause.

**DFI 38 Motivation Summary Report**
Total investigations broken down by juvenile and adult motivation factors.

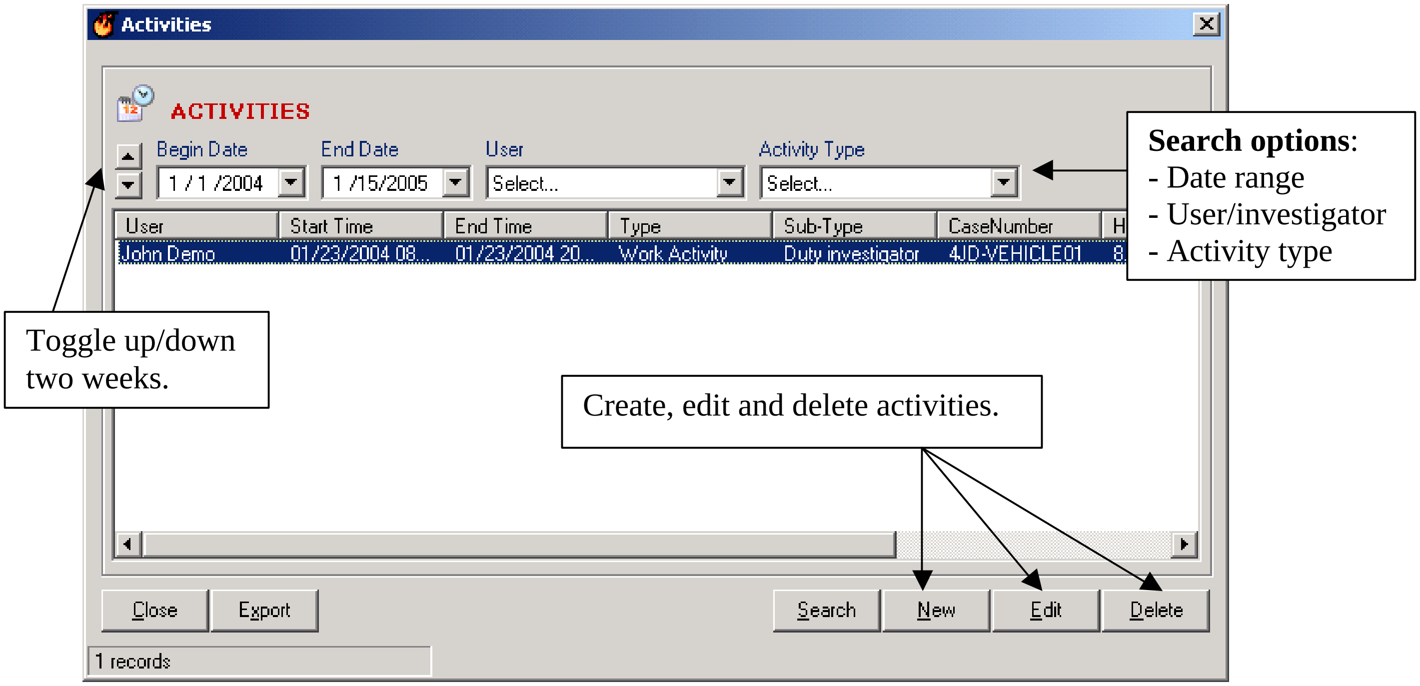
**DFI 39 Drug Related Loss Summary Report**
For cases with a suspected or confirmed meth lab in the Structure or Vehicle screens, this report gives the total of property and contents loss by date range. Sorted based upon Fire Cause.

**DFI 40 Arrest Summary Report**
Total number of arrests and charges filed broken down by action code within a specified date range.

**DFI 41 Mortgage/Loan Report**
Mortgage/Loan Information

**DFI 42 Case Photo Report**
This report will take the digital photos that have been added to the "Evidence: Photos" screen and format these photos and descriptions on a color report. Images will be resized to fit on the report but the aspect ration will be preserved.
**Please note**: Photos added to the "Files" screen will NOT be included on this report.

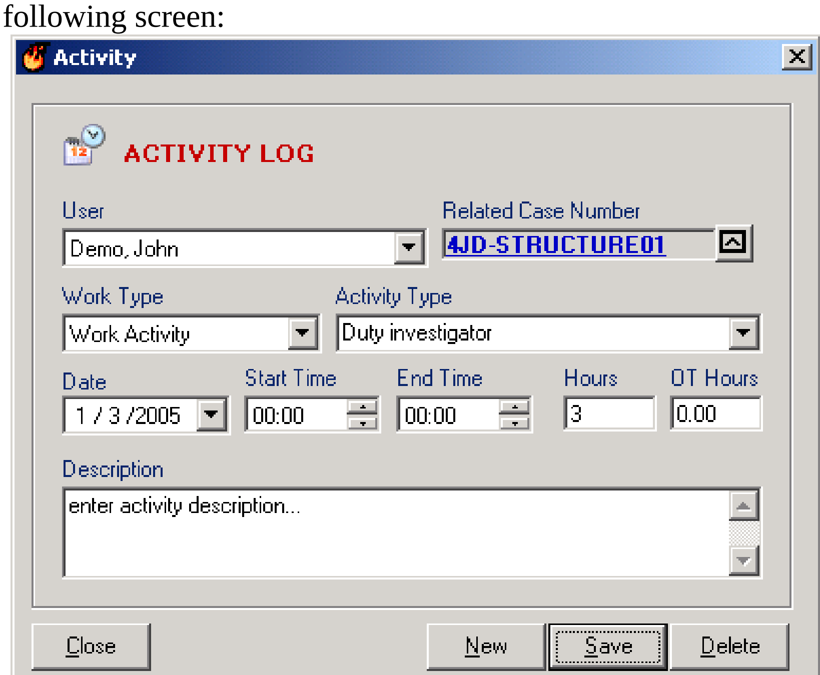
## Activities




All investigators can enter activity logs (work and leave activities) and link them to cases where appropriate. Summary reports including compiled activity logs for investigators and entire team are available in the Reports section.

To get to Activities, go to the top system menu >> ACTIVITIES >> ACTIVITY LOGS

To **create a new activity log**, click the "New" button above (bottom right). This will bring up the following screen:



**User**
Select from the dropdown of users on your system.

**Related Case Number**
Click the “search” button to find the case number you wish to attach (OPTIONAL).

**Work Type**
Select from the dropdown list.

**Activity Type**
Select from the dropdown list. These options will be based upon your response in the Work Type dropdown.

**Date**
Select the date of the activity.

**Start Time**
Time that activity began.

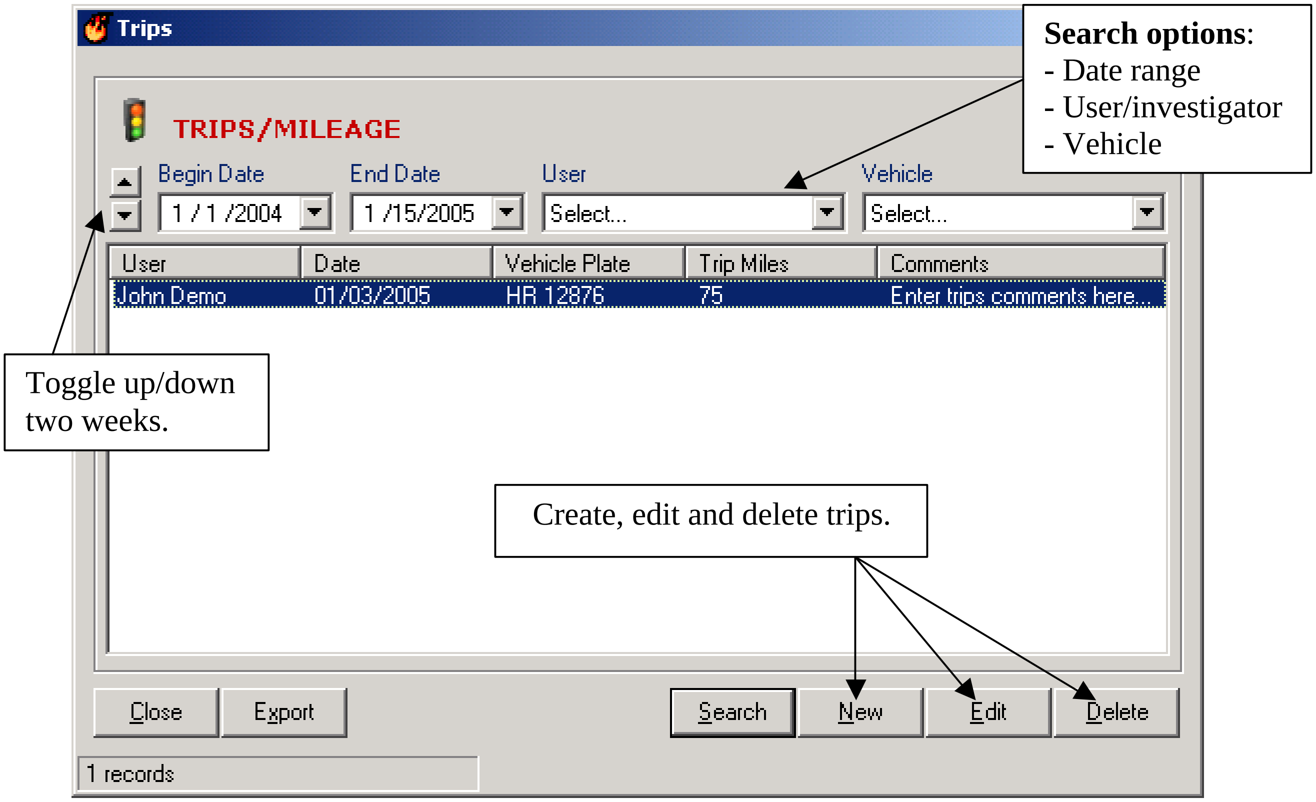
**End Time**
Time that activity ended.

**Hours**
Regular hours spent in performance of activity.

**OT Hours**
Overtime hours spent in performance of activity.

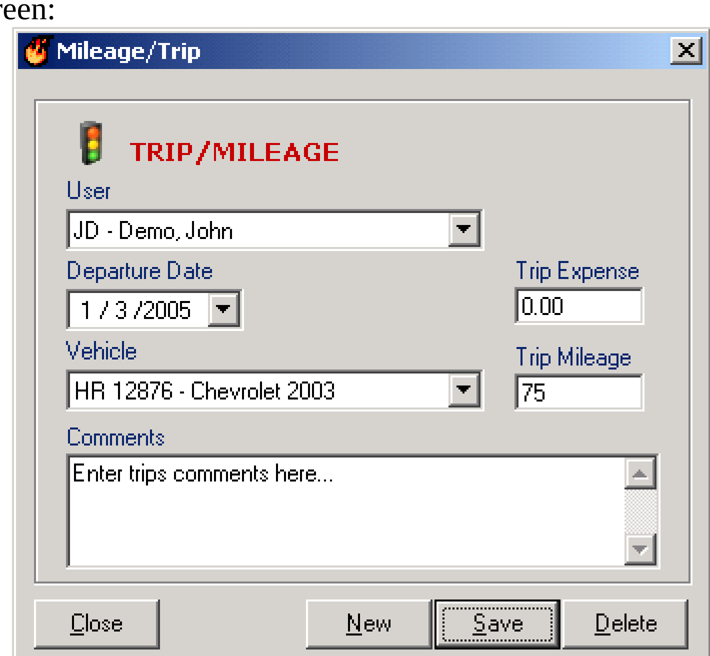
**Description**
Brief description of activity performed.

## *Trips/Mileage*




All investigators can enter trips. To get to Trips, go to the top system menu >> ACTIVITIES >> TRIPS

To **create a new trip**, click the "New" button above (bottom right). This will bring up the following screen:



**User**
Select from the dropdown of users on your system.

**Departure Date**
Date trip began.

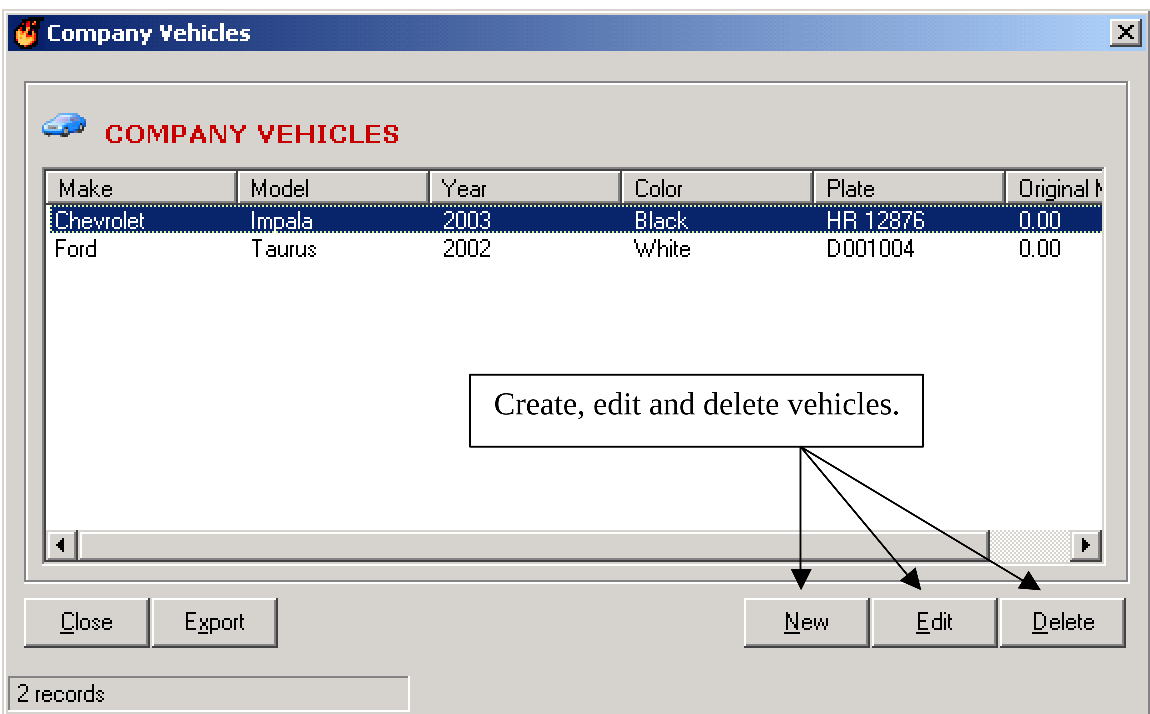
**Trip Expense**
Total monetary expense or trip.

**Vehicle**
Select a vehicle from the dropdown list. This requires that vehicles are entered into the system. See below on for instructions.

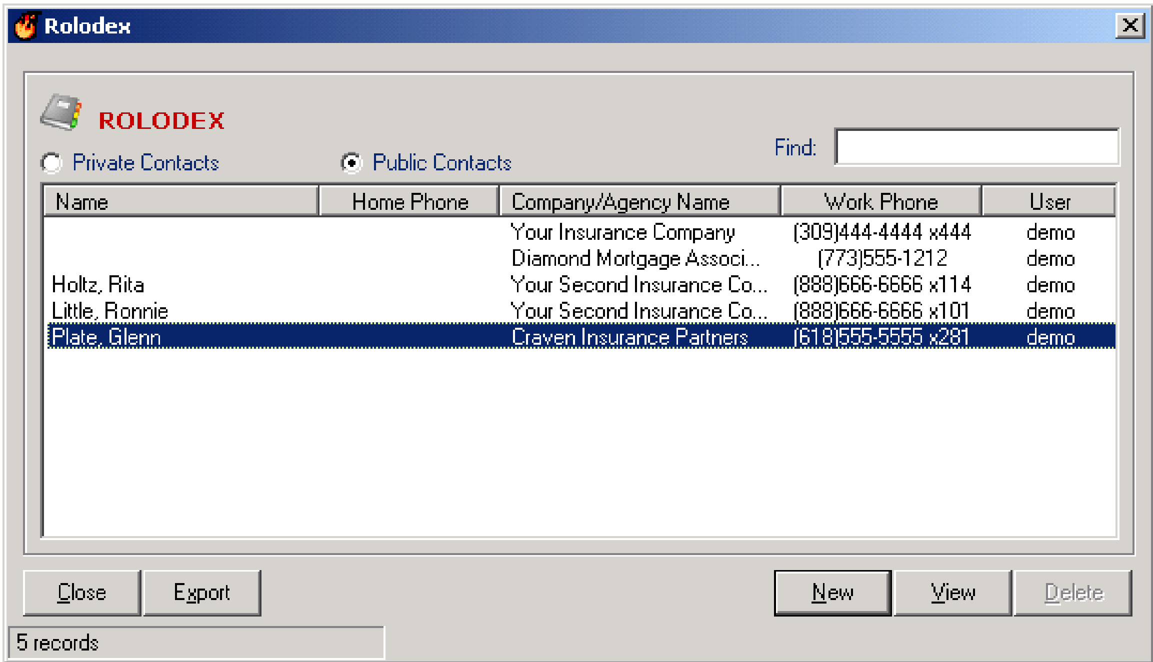
**Trip Mileage**
Total trip mileage. Be precise as this will calculate a running total of actual mileage for your company/agency vehicle.

**Comments**
Any trip description or comments.

To **add/edit vehicles** for your system go to top system menu >> SYSTEM >> COMPANY VEHICLES



## *Rolodex Screen*




The **Rolodex** is used for collecting and referencing individual and company contact information associated with many areas of your fire investigations.

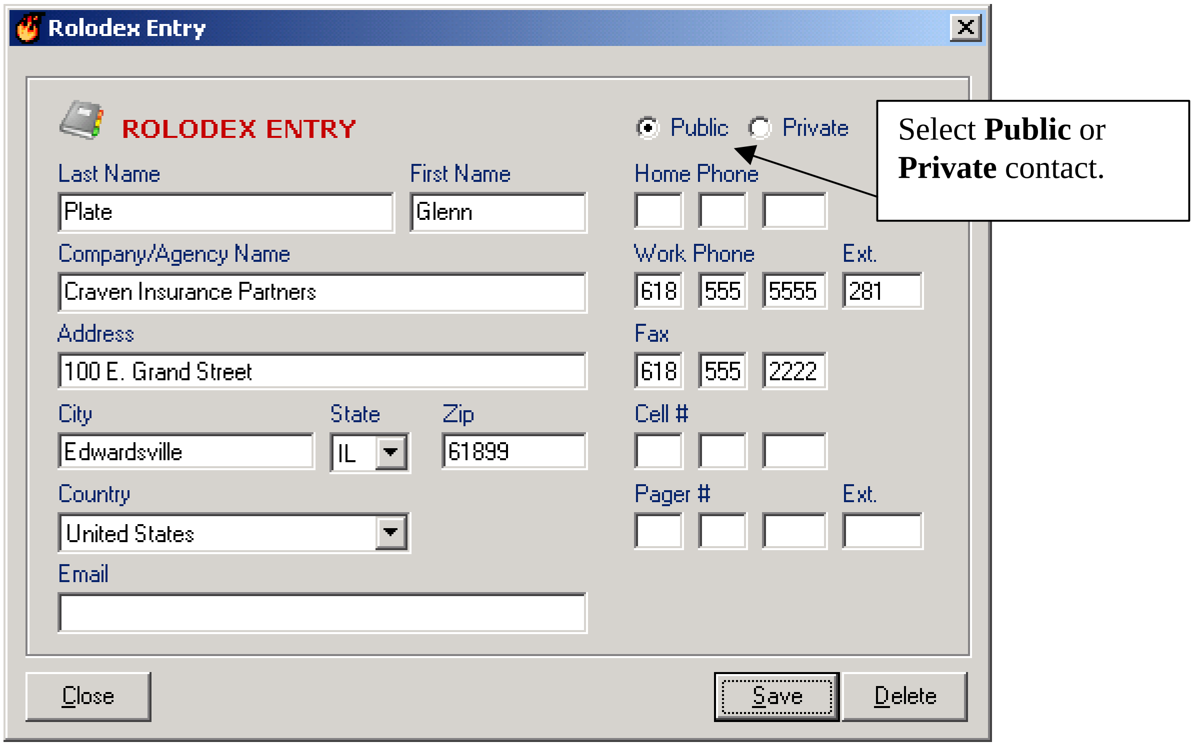
**You have 3 abilities relating to this screen:**

1. Enter **new** contact records by clicking the "New" button.

2. **Edit** existing contact records. To do so, highlight the contact that you want to change, and then click the "Edit" button.

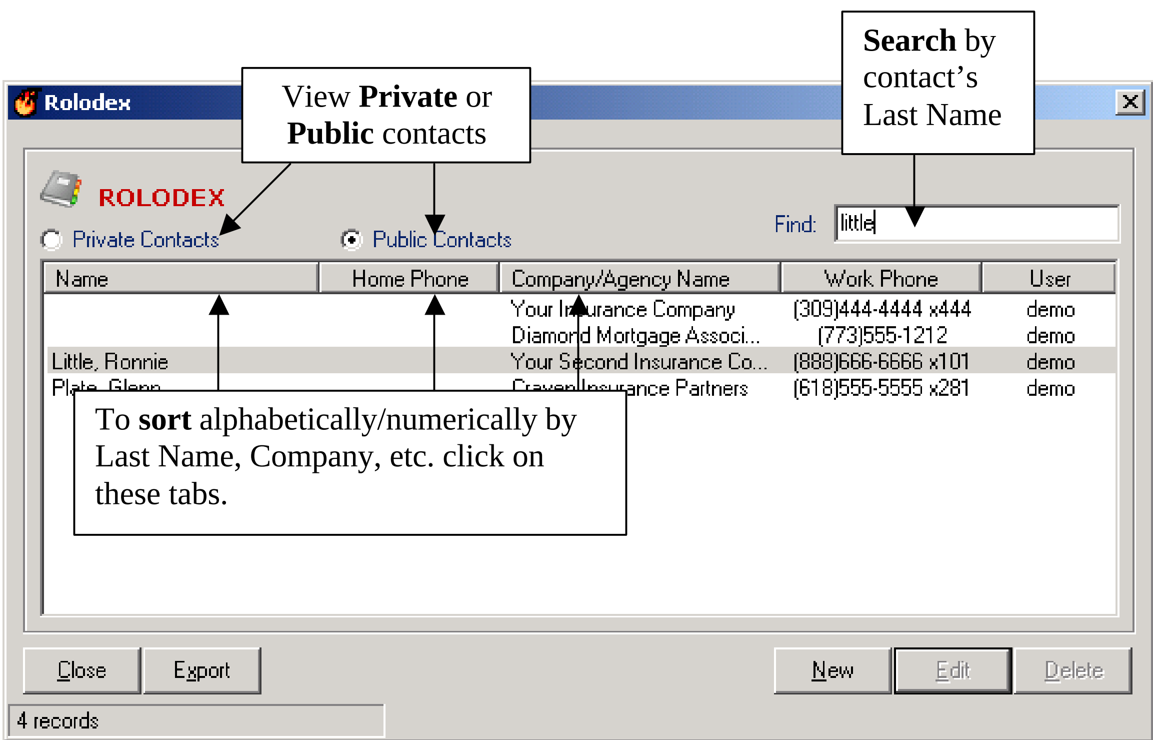
3. **Delete** existing contact records. To do so, highlight the contact that you want to delete, and then click the "Delete" button. Or you may open the contact record and then delete the record.

Each option above will bring you to the Rolodex Entry screen as seen on the next page.

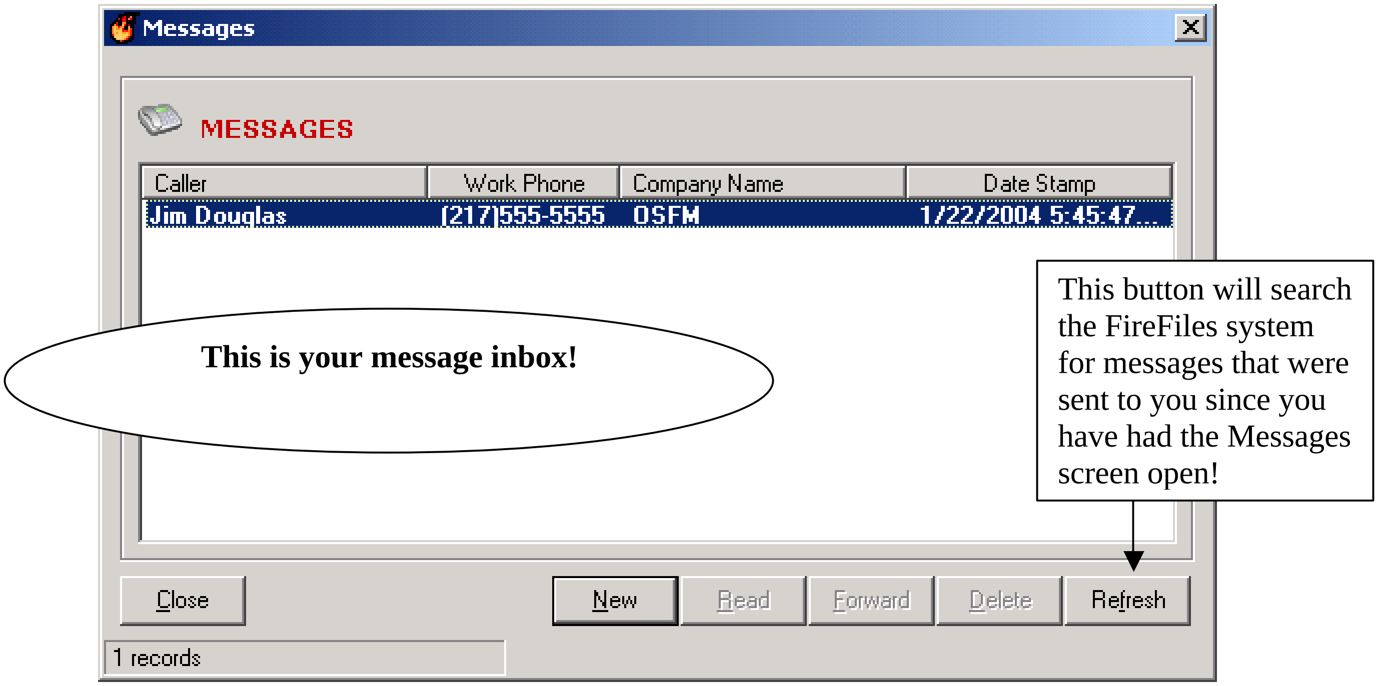



**Public contacts** are viewable by all users in your FireFiles system.
**Private contacts** can only be viewed by the user that added them to the Rolodex.

There are a number of **Sort & Search** abilities available in the Rolodex screen to help you more easily manage and find your contacts.



## *Messages Screen*



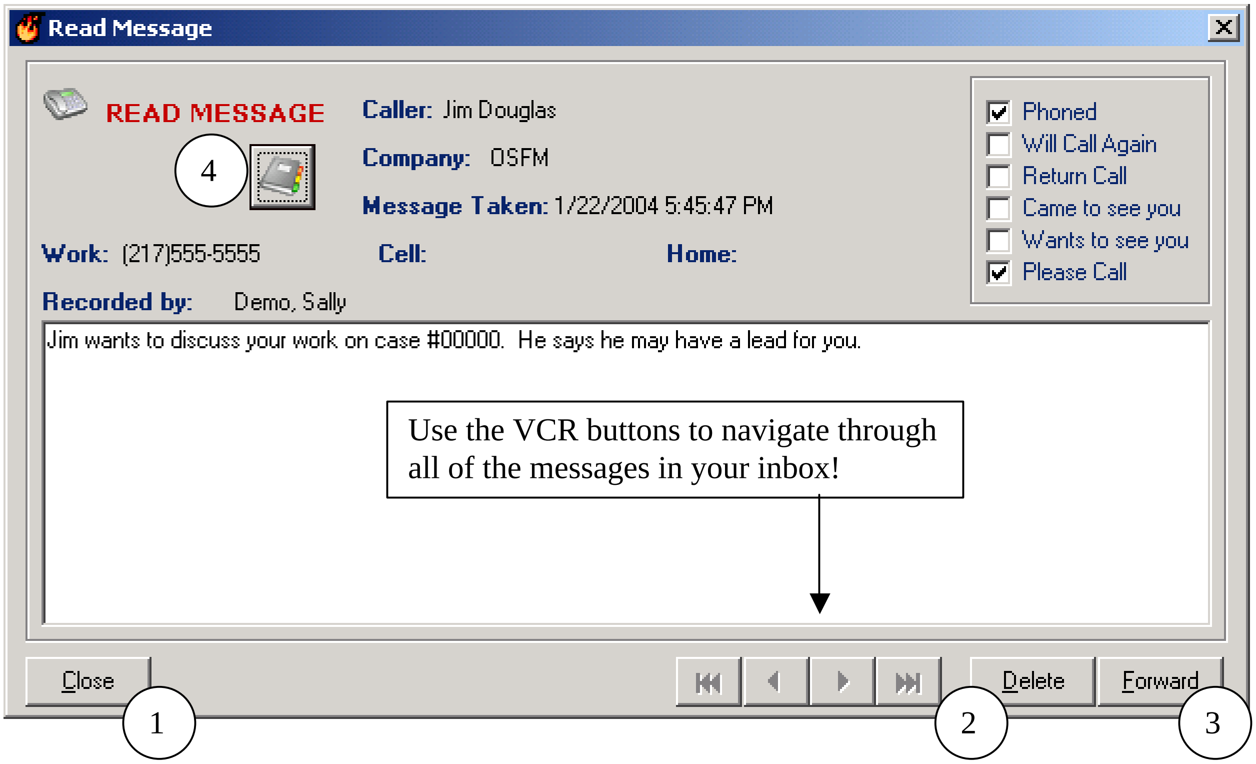

This screen is accessed from the top system menu >> COMMUNICATIONS >> PHONE MESSAGES

System users may read, send, and forward phone messages from this screen.

Your current messages are displayed in the **message inbox** as shown above.

To **read** a message that is waiting in your inbox, highlight the desired message in your inbox and click the "Read" button at the bottom of the screen. Once opened, a message will be displayed as shown on the next page.

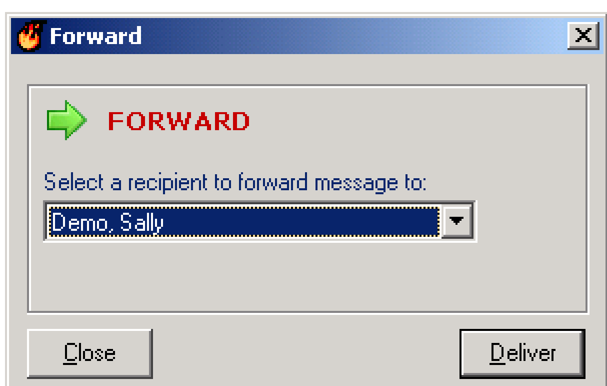
**You have 4 options on what you can do with an opened message:**




1. You may **close** the message. The message will remain in your inbox until deleted.

2. You may **delete** the message.

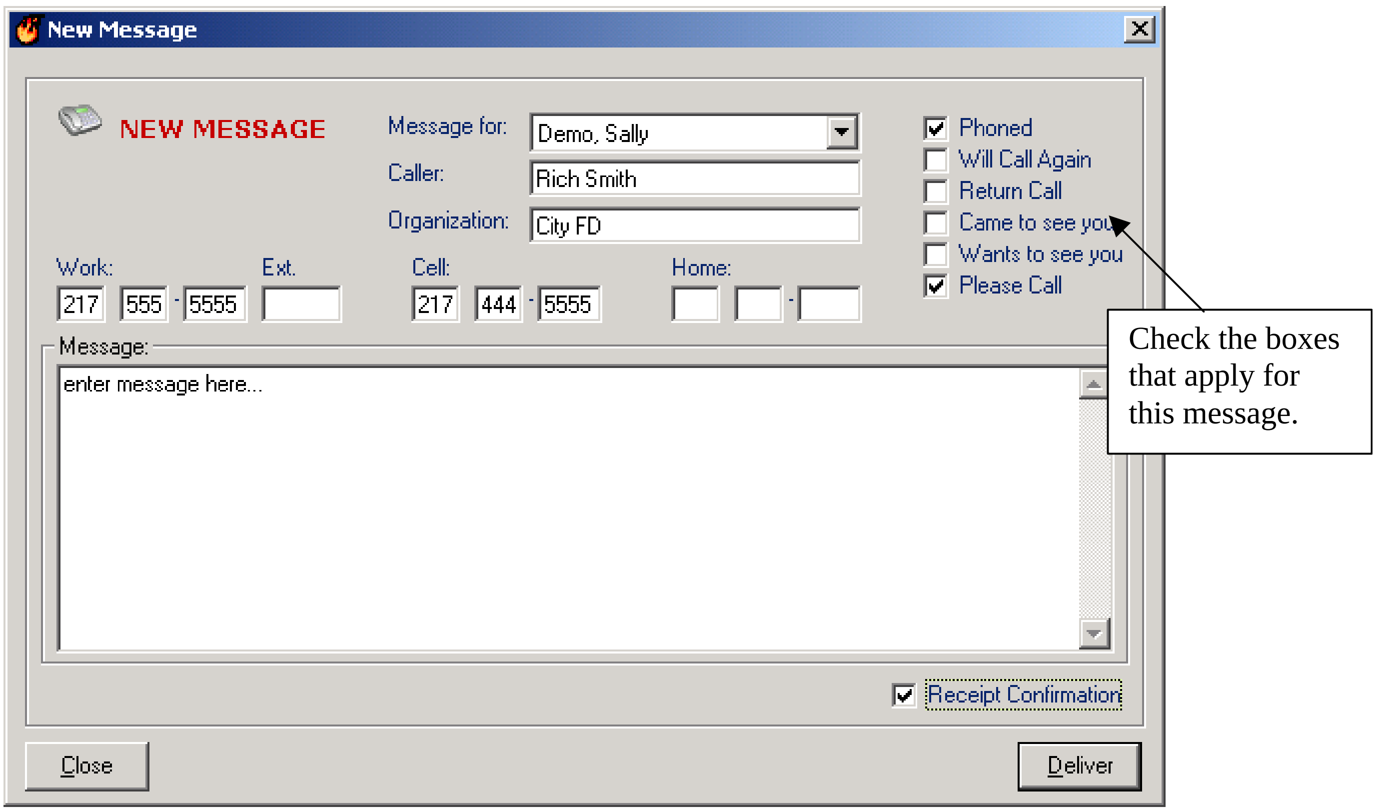
3. You may **forward** the message to another user on your FireFiles system. Select the user you wish to forward the message to by selecting from the dropdown and clicking "Deliver" as shown here:




4. You may add the caller from the message to your **Rolodex** by clicking the  button.

*More information on the "Rolodex Entry" screen is found in that portion of the user manual.*

To **send a new message** to another user on the system, click the "New" button at the bottom of your message inbox screen. A New Message screen will appear as shown below (field descriptions on this "New Message" screen follow.)




**Message For**
Select the user in your system that the message will be delivered to from the dropdown.

**Caller**
Enter the name of the caller.

**Organization**
Enter the company, agency, organization, department, etc. that apply to the caller.

**Work/Cell/Home**
Enter all contact numbers that apply.

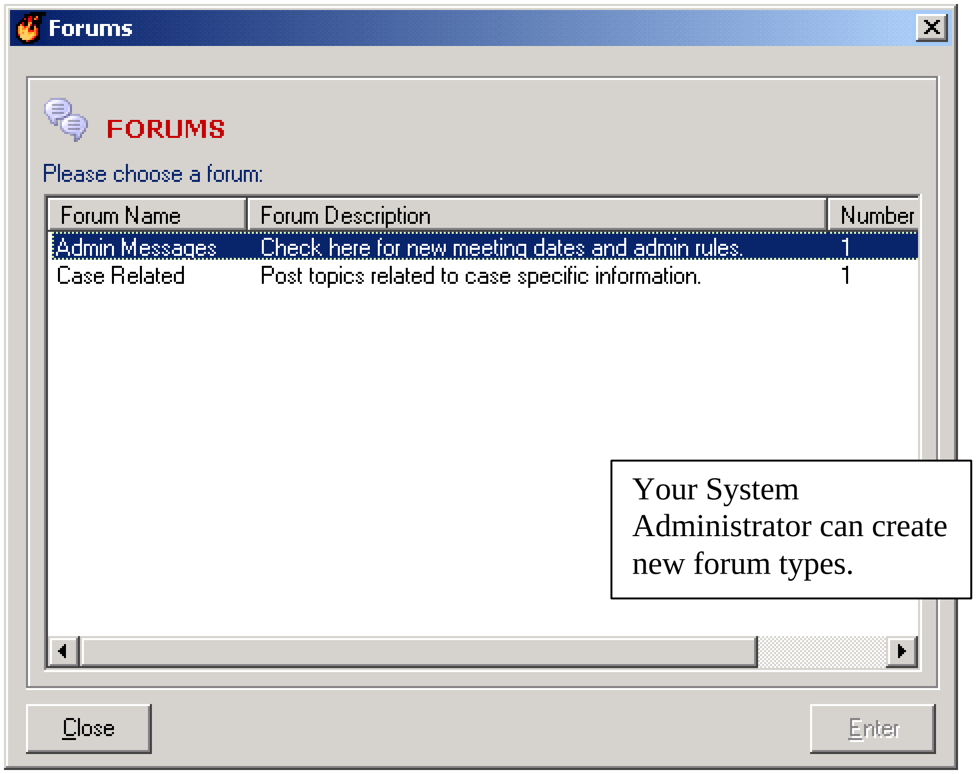
**Message text box**
Enter the message text here.

**Receipt Confirmation**
Check this box in order to receive a confirmation when your message is opened by the receiving user. This confirmation will be delivered to your message inbox.

Click “Close” to **close** this message without delivering or saving.

Click “Deliver” to **deliver** the message with or without receipt confirmation enabled.

## *Forums Screen*



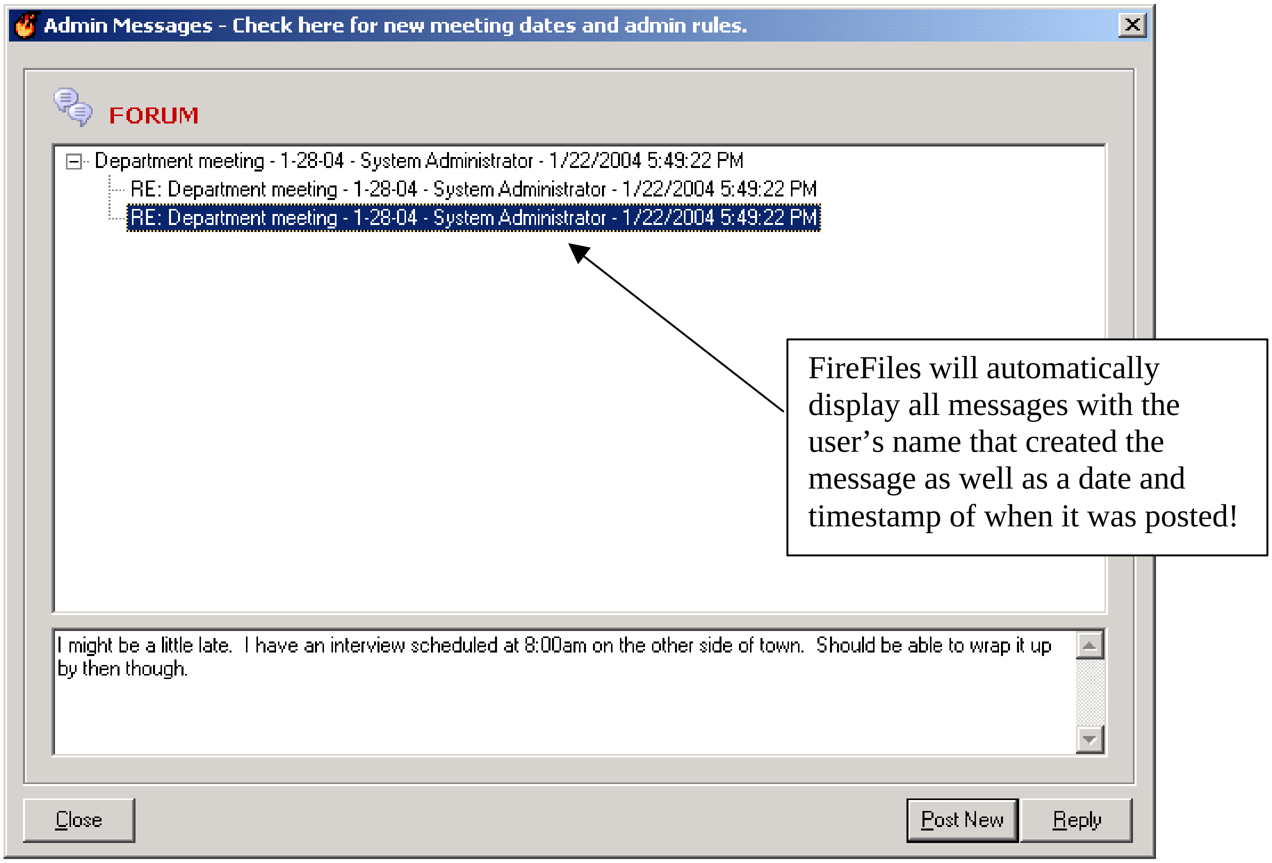

This screen is accessed from the COMMUNICATIONS … FORUMS system menu.

Forums are available for all of the users on your system for reading, responding and posting new topics of interest.

This screen displays all available Forum names and the relating descriptions. In order to **enter** a forum, highlight the one you want, and then click the “Enter” button at the bottom of the screen.

**<Page Down> for directions on participating in user forums.**

Once you have entered a forum, the following Forum screen will appear:



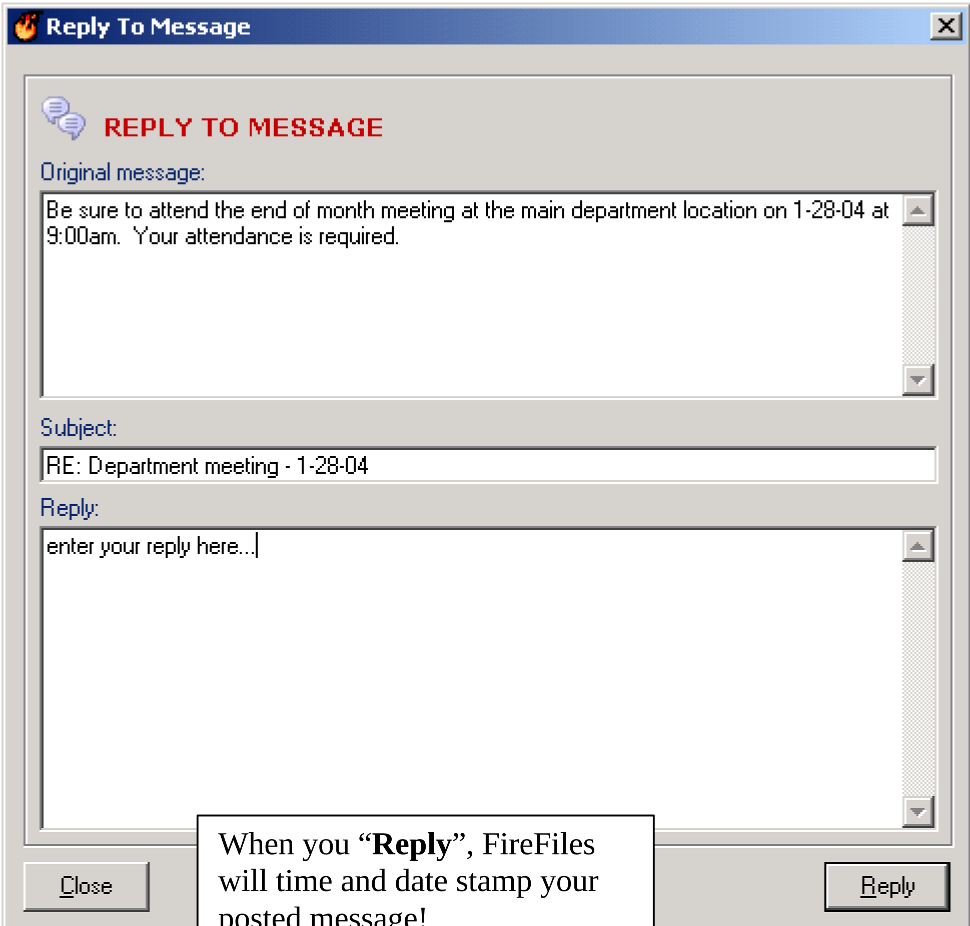

**You have 3 options from the Forum screen:**

**1. Read messages**

To read a message (either a topic or a reply), you select the message you wish to see on the top half of the Forum screen. The full message will then be displayed in the text box in the bottom half of the screen. If a message has one or more replies posted, a plus sign will appear to the left of it. To view all of the replies, click the plus sign. Alternately, click the minus sign to the left of the message to minimize its replies.

## 2. Reply to a message

Once you have selected a message from the left of the Forum screen, click the "Reply" button to create your reply message. Once you have done so, this screen will appear:




When you "**Reply**", FireFiles will time and date stamp your posted message!

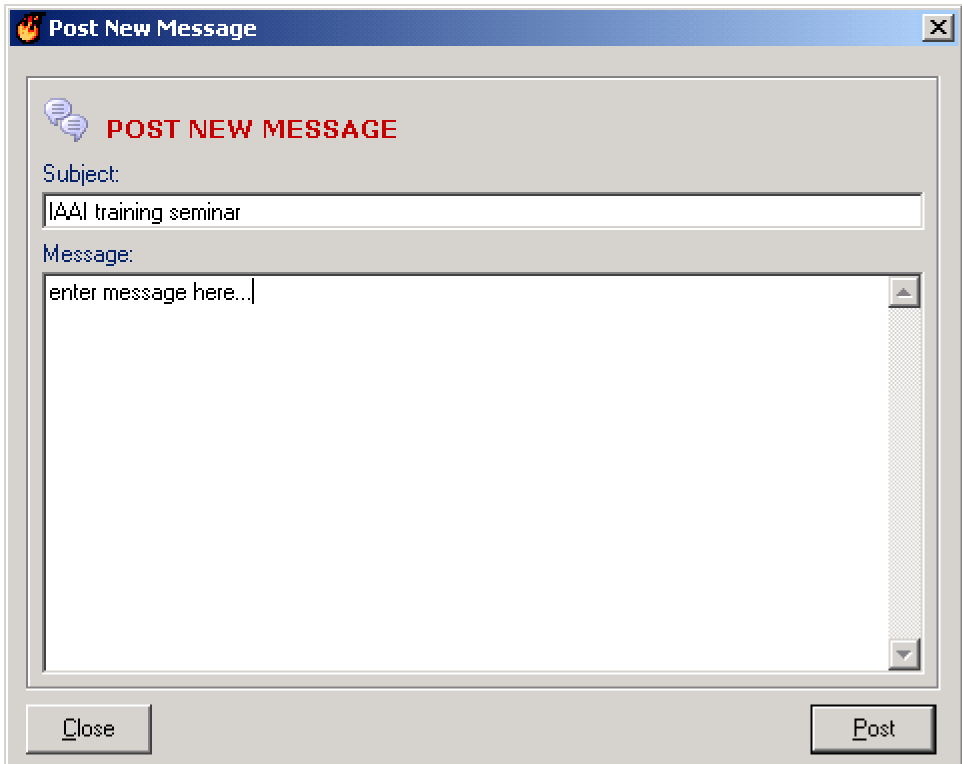
**Original Message**
Automatically displayed by FireFiles.

**Subject**
Automatically displayed by FireFiles (prefaced with RE:).

**Reply**
Enter your reply in the text box and when completed, click the "Reply" button. Your message will automatically be posted in the Forum screen with the subject, your name, the date created and the time created displayed.

## 3. Post a new message

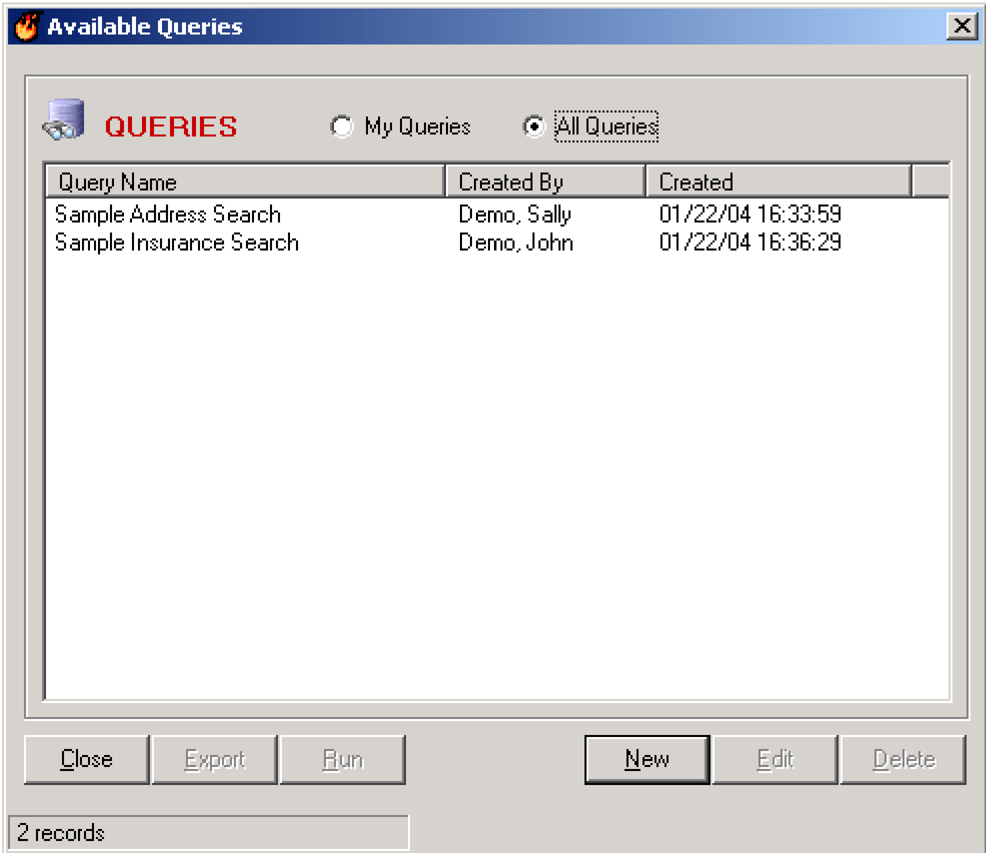
To post a new message, click the "Post New" button at the bottom of the Forum screen. Once you have done so, this screen will appear:




**Subject**
Enter your new message subject.

**Message**
Enter your new message in the text box, and when completed, click the "Post" button. Your message will automatically be posted in the Forum screen with the subject, your name, the date created and the time created displayed.

## *Query Builder*



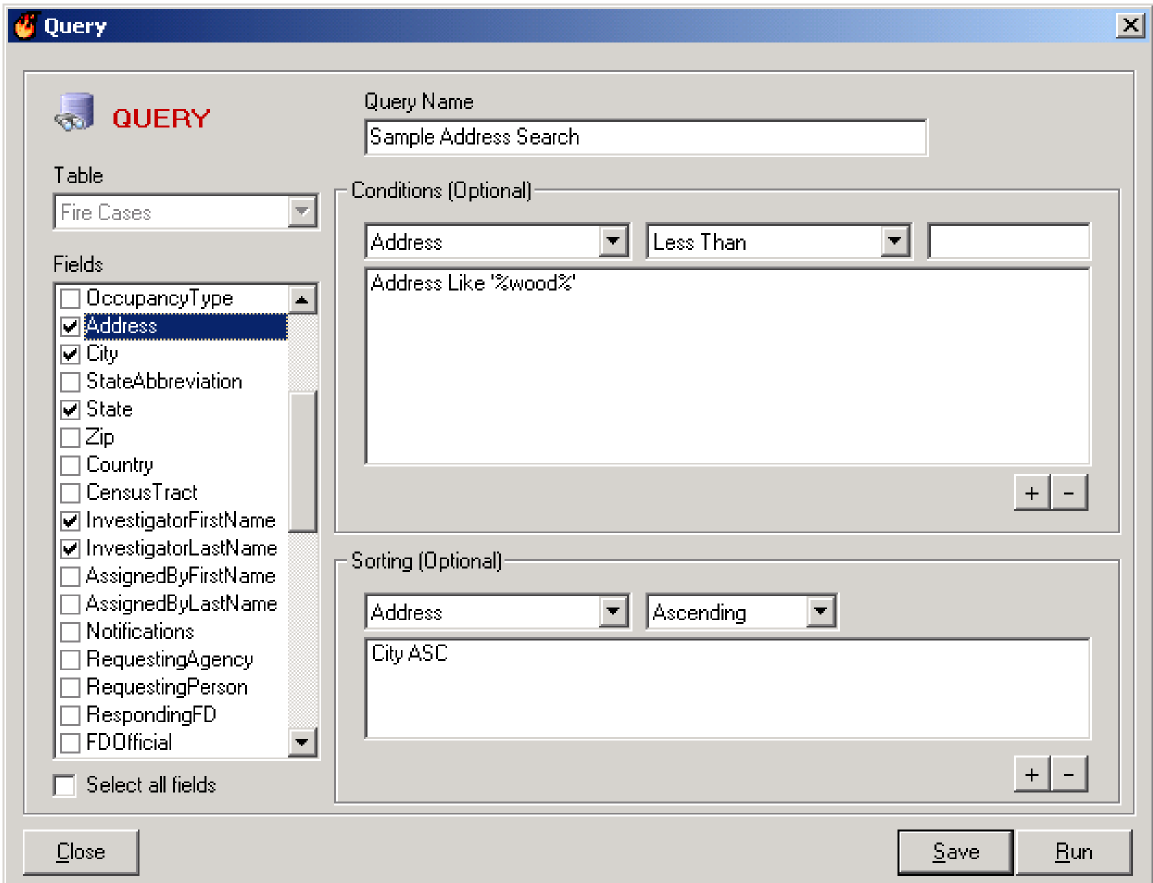

This function will allow you to search data on your system. To open this screen go to the top menu: REPORTS >> QUERIES.

The Queries Screen above shows all saved queries. You have the ability to view “All Queries” on your entire system or just “My Queries” which are those that were originally created by the user you are logged in to FireFiles as.

From this screen, you may:

1) Create a new query by clicking the “New” button.
2) Double-click on an existing query to view/edit the parameters of the search.
3) Highlight an existing query and export results found currently in your system to MS Excel by clicking the “Export” button.
4) Highlight an existing query and run it and view results in FireFiles by clicking the “Run” button.
5) Highlight an existing query and delete it by clicking the “Delete” button.

## *Create/Edit Query*




Steps for creating/editing a query:

1) Enter **Query Name**
Enter a title for the search. **All queries you build must first be saved before they are run**.

2) Select **Table** to search from the dropdown

3) Insert/remove query **Conditions**
-Select field to be searched from the dropdown
-Select condition parameter from the dropdown (details below for parameter definitions)
-Enter numeric and/or text to be searched
-Click the "+/-" button to add/remove conditions
-Repeat if necessary for multiple condition searches

4) Select **Sorting** options
-Select field to sort your results based on from the dropdown

-Select Ascending/Descending from the dropdown

(Ex. “City –> Ascending” will sort results alphabetically by city name beginning with A to Z.)
-Click the “+/-” button to add/remove options
-Repeat if necessary for multiple option sorts

5) Select fields to display in your query results in the “**Fields**” box on the left. You may choose to select/deselect all fields in this box by checking/unchecking the “**Select all fields**” option on the bottom.

6) Click “Save” to save your conditions.

7) After saved, you may then view results by clicking “Run”.

## *Query Parameter Definitions*

Below you will find descriptions for using the condition parameters in the Query Builder.

**Less Than**
Finds results that are lower in alphabetical or numeric order from your entry. Entries can be numbers or letters.

**Greater Than**
Finds results that are higher in alphabetical or numeric order from your entry. Entries can be numbers or letters.

**Like**
Finds results that contain your entry but are not limited to a precise match. The wildcard (%) can be used to help broaden a Like search. Placement of the wildcard is key for accurate results. Here are some examples of the use of the wildcard:

> *Placing the wildcard after your entry will return results including your entry and anything after your entry.*
> Ex: "**wood%**" will find "Woodland", "Woodington" and "Wood" but will not find "614 Woodland" or "ashwood".
>
> *Placing the wildcard before and after your entry will return results including your entry and anything before or after your entry.*
> Ex: "**%wood%**" will find "Woodland", "Woodington", "Wood", "614 Woodland" and "ashwood".

*The wildcard (%) should only be used with the **Like** parameter.*

**Equal To**
Finds results that are a precise match with your entry. Matches are not case sensitive but may be affected by misspellings or inverted numbers. Entries can be numbers or letters.

**Not Equal To**
Finds results that are NOT a precise match with your entry. Matches are not case sensitive but may be affected by misspellings or inverted numbers. Entries can be numbers or letters.

**Less Than OR Equal To**
Finds results that are lower or matching in alphabetical or numeric order from your entry. Entries can be numbers or letters.

**Greater Than OR Equal To**
Finds results that are higher or matching in alphabetical or numeric order from your entry. Entries can be numbers or letters.

## *Query Results*